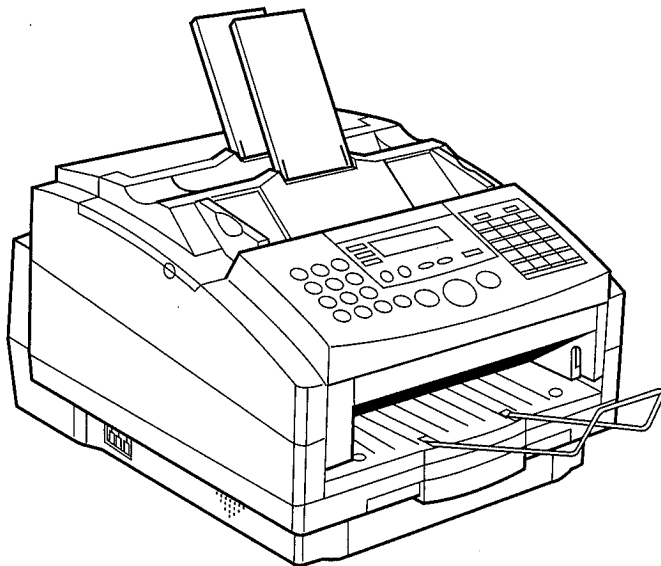


F A C S I M I L E S

Canon **FAX-L300**

User's Guide



ENGLISH

Canon
FAX-L300

User's Guide

Although this equipment can use either loop disconnect or DTMF signalling, only the performance of the DTMF signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use DTMF signalling for access to public or private emergency services. DTMF signalling also provides faster call set up. {UK}

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As an Energy Star Partner, Canon has determined that the FAX-L300 meets the Energy Star guidelines for energy efficiency.

TO BE PROVIDED BY CANON UK.

NOTICE FOR CONNECTION TO TELECOMMUNICATION SYSTEMS IN THE UNITED KINGDOM

1. BABT Certificate Number/Approval Number for the Canon FAX-L300:

NS/1056/3/R/604543

APPROVED for connection to telecommunication systems specified in the instructions for use subject to the conditions set out in them.

2. This apparatus has been approved for the use of the following facilities.
 1. Storage of telephone numbers for retrieval by a predetermined code. (If problems occur, verify stored number).
 2. Automatic call initiation.
 3. Operation in the presence or absence of initial or secondary proceed indication.
 4. Automatic dialling facilities.
 5. Automatic storage of last number dialled.
 6. Automatic repeat attempt facilities.
 7. Auto clear from the call originating end.
 8. Series connection facility.
 9. Modem
 10. Automatic answer.
 11. Automatic selection of incoming facsimile or telephone calls.

Any other usage will invalidate the approval of the apparatus if as a result, it then ceases to conform to the standards against which approval was granted.

3. This apparatus may be used on telecommunication systems employing loop disconnect or MF signalling.
4. This apparatus is suitable for connection only to direct exchange lines on the PSTN directly or via a compatible PABX. The supplier of the apparatus should be consulted for an up to date list of PABXs with which the apparatus is compatible.

It cannot be guaranteed that the apparatus will operate under all possible conditions of connection to compatible PABX. Any cases of difficulty should be referred in the first instance to the supplier of the apparatus.
5. Ringer Equivalence Number (REN) = 1

The REN is a customer guide indicating approximately the maximum number of items of apparatus that should be connected simultaneously to the line. Correct operation cannot be guaranteed in installations with mixed types of apparatus.

The sum of the REN's of the individual items should not exceed 4. The REN value of a BT telephone is assumed to be 1 unless otherwise marked.

Any telephones or other approved terminal must be connected to the appropriate socket on the facsimile apparatus only.

6. The series connection facility detects the off-hook condition of any associated terminal. The voltage drop introduced by the apparatus between the PSTN and the associated terminal at a current of 40 mA is 750 millivolts.

The apparatus should not be used in conjunction with other series connected apparatus such that the aggregate declared voltage drops of all the apparatus, together with the voltage drop introduced at 40 mA by any separate wiring that is used to link apparatus, exceeds 2.0 Volts.

Only one FAX-L300 may be connected between other terminal apparatus and the telephone network.



This CE Marking shows compliance of this equipment with Directive 73/23/EEC and Directive 89/336/EEC (as amended by Directive 92/31/EEC), both as amended by Directive 93/68/EEC.

L'estampille CE indique que ce matériel est conforme aux dispositions de la Directive 73/23/CEE et de la Directive 89/336/CEE (modifiée par la Directive 92/31/CEE), toutes deux modifiées par la Directive 93/68/CEE.

Diese CE-Markierung weist darauf hin, daß dieses Gerät mit Richtlinie 73/23/EWG und der durch Richtlinie 92/31/EWG geänderten Richtlinie 89/336/EWG übereinstimmt, die beide durch Richtlinie 93/68/EWG geändert wurden.

Denne CE-mærkning indikerer, at dette udstyr følger Direktiv 73/23/EU og Direktiv 89/336/EU (som udvidet med Direktiv 92/31/EU), begge som udvidet med Direktiv 93/68/EU.

CE Märkningen visar att denna utrustning följer direktiven 73/23/EEC och 89/336/EEC (komplement till 92/31/EEC) båda som komplement till direktiv 93/68/EEC.

CE merkintä osoittaa tämän tuotteen yhteensopivuuden direktiivien 73/23/EEC ja 89/336/EEC (täydennetty direktiivillä 92/31/EEC) kanssa, joita on täydennetty direktiivillä 93/68/EEC.

Dette CE merket viser at utstyret er i samsvar med EU direktivene 73/23 og 89/336 (med korreksjon av EU direktiv 92/31), begge med korreksjon av EU direktiv 93/68.

Deze CE markering toont aan dat het product in overeenstemming is met de richtlijnen 73/23/EEC en 89/336/EEC (zoals geamendeerd door richtlijn 92/31/EEC), welke beide zijn geamendeerd door de richtlijn 93/68/CEE.

Questo contrassegno CE indica che l'apparecchio è conforme alle Direttive CEE 73/23 e 89/336 (successivamente modificata con la Direttiva 92/31), entrambe modificate con la Direttiva 93/68.

Este símbolo CE indica que el equipo cumple con las Directivas 73/23/EEC y 89/336/EEC (según la enmienda a la Directiva 92/31/EEC), ambas según la enmienda de la Directiva 93/68/EEC.

Esta marca CEE indica que este equipamento está de acordo com as Directivas 73/23/EEC e 89/336/EEC (conforme amenda da directiva 92/31/EEC), ambas amendas da directiva 93/68/EEC.

Αυτή η CE σήμανση δηλώνει την συμφωνία της Συσκευής με την Οδηγία 73/23/EEC και την Οδηγία 89/336/EEC (όπως τροποποιήθηκαν από την Οδηγία 92/31/EEC), όπως αμφότερες έχουν τροποποιηθεί από την Οδηγία 93/68/EEC.

Oznaka CE prikazuje, da oprema ustreza predpisu 73/23/EEC, in kot to predpisuje predpis 93/68/EEC.

A CE jelzés tanúsítja, hogy a berendezés megfelel az EEC 92/31 és 93/68 előírásokkal módosított EEC 73/23 és 89/336 követelményrendszernek.

Oznaczenie CE jest potwierdzeniem zgodności niniejszego urządzenia z wymaganiami Dyrektywy 73/23/EEC oraz Dyrektywy 89/336/EEC (zgodnie ze zmianami Dyrektywy 92/31/EEC), obie uzupełnione przez Dyrektywę 93/68/EEC.

Značka CE indikuje, že toto zařízení odpovídá Směrnici 73/23/EEC a Směrnici 89/336/EEC (doplněné Směrnici 92/31/EEC), které byly dále doplněny Směrnici 93/68/EEC.

Käesolev CE-markeerung näitab, et antud seade vastab Euroopa Liidu Direktiividele 73/23/EEC ja 89/336/EEC (koos muudatustega vastavalt Direktiivile 92/31/EEC) ning võttes arvesse, et mõlemad direktiive on muudetud vastavalt Direktiivile 93/68/EEC.

CE marķējums norāda, ka šī iekārta atbilst prasībām, kas iekļautas EK direktīvās 73/23 un 89/336 (ar EK direktīvā 92/31 paredzētajām izmaiņām), kurās veikti labojumi saskaņā ar EK direktīvu 93/68.

Ženklas CE reiškia, kad šis įrenginys atitinka direktyvas 73/23/EEC ir 89/336/EEC (atitikus pataisas direktyva 92/31/EEC), kuriose buvo atliktos pataisos direktyva 93/68/EEC.

Маркировка CE указывает на то, что данное оборудование соответствует Директиве 73/23/EEC и Директиве 89/336/EEC (с изменениями в соответствии с Директивой 92/31/EEC) с изменениями, предписываемыми Директивой 93/68/EEC.

Маркування CE вказує на те, що дане обладнання відповідає Директивам МЕК 73/23/EEC і 89/336/EEC (із змінами у відповідності до Директиви 92/31/EEC) із змінами, що диктуються Директивою 93/68/EEC.

Fax IV

Safety Information



Use of controls, adjustments or performance of procedures other than those specified in this user's guide may result in hazardous radiation exposure.

This label is attached to the laser scanner unit inside the fax and is not in a user access area.

	DANGER - Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
	CAUTION - INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO BEAM.
	ATTENTION - RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
	VORSICHT - UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
	ATTENZIONE - RADIAZIONE LASER INVISIBLE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
	PRECAUTION - RADICION LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
	VARO! - AAVATTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
	WARNING! - OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. BETRAKTA EJ STRÅLEN.
	ADVARSEL! - USYNLIG LASER STRÅLING, NÄR DENNE ER ÅBEN. UNNGÅ BESTRÅLING.
	ADVARSEL - USYNLIG LASERSTRÅLING, NÄR DEKSEL ÅPNES. UNNGÅ EKSPONERING FOR STRÅLEN.
	注意 - このカバーの内側では不可視レーザー光が放射されています。 レーザー光にさらされないようにしてください。 RS5-8169

Table of Contents

Part 1 Introduction

Features of the Canon FAX-L300	1-2
Plain Paper Fax Features	1-3
Copier Features	1-3
Telephone Features	1-3
How to Use Your Documentation	1-4
Type Conventions	1-5
Customer Support	1-6
Important Safety Instructions	1-7

Part 2 Getting Started

Setting Up Your Fax	2-2
Choosing a Location for Your Fax	2-2
Dimensions	2-3
Unpacking Your Fax	2-4
Do You Have Everything?	2-4
Removing Shipping Materials	2-6
Replaceable Parts	2-6
Assembling Your Fax	2-7
Controls, Components, and Connections	2-8
From the Front	2-8
From the Back	2-9
The Handset (Option)	2-9
The Operation Panel	2-10
Making Connections	2-13
Powering Up	2-15
The Toner Cartridge	2-17
Handling and Storing Cartridges	2-17
Installing/Replacing the Toner Cartridge	2-18
Loading Recording Paper	2-22
Selecting Paper Delivery	2-26
Paper Delivery Selector	2-26
Storing Information in the Fax	2-29
Guidelines for Registering Information	2-29
Entering Numbers, Letters, and Symbols	2-29
Editing Your Entry	2-31
Using the One-Touch Speed Dial/Special Function Buttons	2-31
Using the Menu System	2-32
Personalising Your Fax	2-33
Identifying Your Documents	2-33
Entering the Date and Time	2-34
Registering Your Fax Number and Name	2-35
Setting the Telephone Line Type	2-36

Part 3 Sending Faxes

Document Requirements	3-2
Scanning Area	3-3
Preparing to Send a Fax	3-4
Preparing the Document	3-4
Loading the Document	3-4
Two Ways to Send a Fax	3-6
Adding Pages During Transmission	3-8
Cancelling a Transmission	3-8
Messages Displayed During Sending	3-9
Messages During Memory Sending	3-9
Redialling	3-10
Manual Redial	3-10
Auto Redial (in Memory Sending)	3-10
Cancelling Auto Redialling	3-10
Setting Up Redialling	3-11
Maximizing Image Quality	3-13
Resolution	3-13
Auto Halftone	3-13
Scanning Contrast	3-14

Part 4 Receiving Faxes

Three Ways to Receive a Fax	4-2
How to Set the Receiving Mode	4-2
Automatic Receiving Options	4-3
Setting Up Fax/Telephone Auto-Switch Receiving	4-4
What Happens When the FAX/TEL AUTO SW is Selected	4-5
Manual Receiving	4-8
Using the Fax with an Answering Machine	4-9
Adjusting the Fax for Different Types of Answering Machines	4-9
Using an Answering Machine	4-9
Recording the Outgoing Message	4-10
Receiving Documents in Memory	4-11
Printing a Fax from Memory	4-11
Messages Displayed While Receiving a Fax	4-12
How to Cancel an Incoming Fax	4-13

Part 5 Special Features

Speed Dialling	5-2
Storing Numbers for One-Touch Speed Dialling	5-2
Using One-Touch Speed Dialling	5-4
Storing Numbers for Coded Speed Dialling	5-5
Using Coded Speed Dialling	5-7
Creating Groups for Group Dialling	5-8
Using Group Dialling	5-10
Adjusting the Transmission Settings	5-11
Setting the Transmission Time	5-11
Setting the Transmission Type	5-12
Sending with a Subaddress and Password	5-12
Changing the Long Distance Setting	5-14
Setting the Transmission Speed	5-15
Sending to More Than One Location	5-16
Sending a Fax Later	5-17
Special Dialling	5-18
Dialling Through a Switchboard	5-18
Long Distance Dialling	5-18
How to Enter Pauses	5-18
Confirming a Dial Tone	5-19
Using Memory	5-20
Deleting a Stored Fax from Memory	5-20
Resending a Document that Encountered an Error Signal	5-20
Printing a List of the Documents in Memory	5-21
Printing a Stored Fax	5-21
Sending a Stored Fax to Another Destination	5-22
If the Power Goes Out	5-23
During a Power Failure	5-23
Memory Backup Function	5-23
Making Copies	5-24
Polling to Receive Faxes	5-25
Polling a Fax Machine	5-25
Using Tone Dialling on a Pulse Line	5-26
Use of LOCK PHONE Feature	5-27
Using Alternative Telephone Networks (UK Only)	5-29
Attaching the M Label (UK Only)	5-29
Registering an Alternative Telephone Network	5-29
Sending with an Alternative Telephone Network	5-30
Registering Speed Dialling with the M Button	5-31

Part 6 Activity Reports

Printing Transaction Reports	6-2
Activity Management Reports	6-2
Transmission Reports	6-4
Reception Reports	6-6
Memory Clear Reports	6-6
Printing Information Registered in the Fax	6-7
Printing a List of User's Data	6-7
Printing a List of Registered Telephone Numbers	6-8
One-Touch Speed Dialling Report 1	6-8
Coded Speed Dialling Report 1	6-8
Group Dialling Report	6-9
Printing a Detailed List of One-Touch Speed Dialling Numbers	6-9
One-Touch Speed Dialling Report 2	6-10
Printing a Detailed List of Coded Speed Dialling Numbers	6-10
Coded Speed Dialling Report 2	6-10

Part 7 Maintenance

Maintaining the Fax	7-2
Cleaning the Fax	7-2
Cleaning the Outer Casing	7-2
Cleaning the Inside of the Fax	7-3
Cleaning the Scanner Components	7-4

Part 8 Troubleshooting

Problems and Solutions	8-2
Paper Jams	8-2
Document Feed Jams and Misfeeds	8-2
Recording Paper Jams	8-3
Problems Sending Faxes	8-9
The document does not feed properly	8-9
Can't send a fax	8-9
The faxes you send are spotted or dirty	8-9
Can't send using error correction mode (ECM)	8-9
Errors frequently occur during sending	8-9
Problems Receiving Faxes	8-10
The recording paper jams frequently	8-10
The fax doesn't automatically switch between phone and fax transmissions	8-10
The fax won't receive faxes automatically	8-10
The fax won't receive faxes manually	8-10
The fax won't receive using ECM	8-10
Errors frequently occur during receiving	8-10
Problems Printing	8-11
Nothing prints	8-11

Vertical White Streaks	8-12
Miscellaneous Problems	8-13
The telephone doesn't work	8-13
The phone disconnects while you are talking	8-13
Nothing appears in the display	8-13
Can't make copies	8-13
Can't poll other units	8-13
The paper cassette can not be inserted	8-13
The toner cartridge can not be removed	8-13
Display Messages and Meanings	8-14

Appendix A The Menu System

The Menu System	A-2
To Access SPEED DIAL SETUP:	A-2
To Access USER SETTINGS:	A-2
To Access REPORT SETTINGS:	A-4
To Access SEND (TX) SETUP:	A-6
To Access RECEIVE (RX) SETUP:	A-8
To Access FAX PRINTER SETUP:	A-10
To Access SYSTEM SETTINGS:	A-12

Appendix B Specifications

Specifications	B-2
-----------------------------	------------

Appendix C Options

Handset	C-2
Package Contents	C-2
Attaching the Handset to the Fax	C-2
Memory Board	C-5
Installing the Memory Board	C-6

Glossary

Index

Introduction

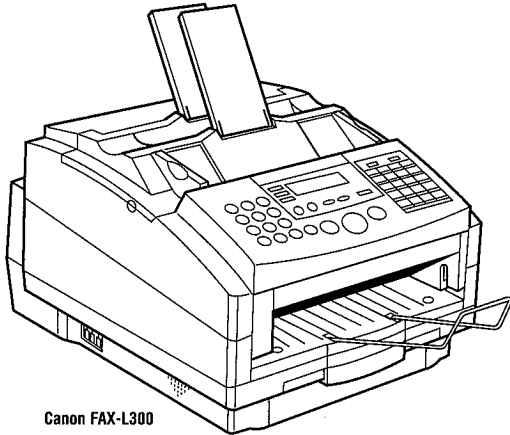
Part

1

This chapter introduces you to your fax. It also explains how to get the most from the documents that come with the FAX-L300, and gives important safety instructions.

Features of the Canon FAX-L300

Thank you for purchasing the new Canon FAX-L300 Facsimile Machine. The FAX-L300 is a G3 facsimile unit that allows you to send your documents in the shortest time possible at high speed. To gain the most benefit from all the new features, be sure to refer to this manual when you are not sure how to perform a task. The FAX-L300 will help you work more efficiently and expand your work capacity.



Canon FAX-L300

The FAX-L300 includes the following features:

■ **Excellent print quality**

Quiet, clean laser technology offers 400 × 400 dpi resolution for text and graphics.

■ **Automatic switching between fax and voice calls**

Fax/telephone switching allows you to receive fax messages and normal phone calls on a single line.

■ **Convenient paper handling**

The paper cassette holds up to 250 sheets of plain A4, letter, or legal paper, and the automatic document feeder (ADF) can hold up to 30 A4-size, letter-size or 20 legal-size pages.

■ **Simple maintenance**

When the toner runs out, simply replace the toner cartridge.

Plain Paper Fax Features

- A transmission speed of six seconds per page*
- A fax memory that can store approximately 42 received pages, and up to 138 received pages with the optional 2 MB memory board installed*
- An Error Correction Mode (ECM) that reduces transmission errors
- Sophisticated networking features such as memory broadcasting, polling reception, restricted receiving and delayed transmission
- Automatic dialling methods, including One-Touch Speed Dialling, Coded Speed Dialling and Group Dialling

Copier Features

- 400 × 400 dpi resolution
- Plain paper copier
- Up to 99 copies

Telephone Features

- Automatic dialling methods, including One-Touch Speed Dialling and Coded Speed Dialling
- Connection for an answering machine or extension telephone
- On-hook dialling
- Optional handset available

* Based on the Canon FAX Standard Chart No.1

How to Use Your Documentation

The fax includes the following documentation to help you use the unit more effectively. Be sure to do the following before you begin setting up your fax:

- Read this chapter to learn about your fax's features, and guidelines for operating your new equipment safely.
- Carefully follow the instructions in Part 2, "Getting Started," to set up your fax properly.
- Use the rest of this user's guide to master your fax's basic operating procedures (such as registering information, making copies, sending and receiving faxes, and using the telephone features), and to learn more about its special features (such as sending to more than one location, and receiving documents in memory). Keep this manual handy so you can refer to it when you have a problem or need particular information about the FAX-L300.
- If you need help getting your fax to operate properly, see Part 8, "Troubleshooting." For the unit's technical specifications, see Appendix B.

If you still have questions about how to use your FAX-L300, feel free to contact your authorised Canon Facsimile Dealer's sales or service representative. They will be glad to answer your questions.

Type Conventions

This manual uses the following type conventions to emphasize information:



Warnings tell you how to avoid actions that could injure you or others nearby.



Cautions tell you how to avoid actions that could damage your equipment.



Notes describe helpful hints, operating restrictions, or how to avoid minor difficulties.

In addition, this manual uses bold capital letters to show the names of buttons and switches on the fax, such as: **SET**, **FUNCTION**, or **STOP**. Text that appears in the unit's display, or the names of lamps, are shown using capital letters, such as: RECEPTION OK.

Customer Support

Your Canon fax is designed with the latest technology to provide trouble-free operation. The warranty information at the back of this manual describes Canon's limited warranty for its products. Be sure to read this warranty information.

If you have a problem with your unit, try first to solve it by referring to the information in Part 8, "Troubleshooting." If you still can not solve the problem, contact your local Canon Facsimile Dealer.

If you think your fax needs service, only an authorised Canon Facsimile Service Dealer will do warranty service.



You must have your sales receipt for warranty service.

Important Safety Instructions

Read these safety instructions thoroughly before using your fax, and refer to them later if you have any questions.

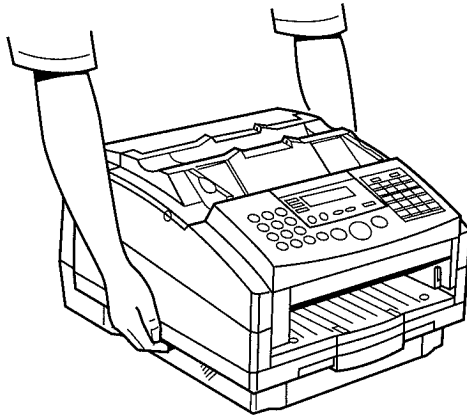


Except as explained in this manual, do not attempt to service your fax yourself. Never attempt to disassemble the unit: exposed power points inside the unit can cause electrical shock if you touch them. Take your fax to your local authorised Canon Facsimile Service Dealer for all service.

- Follow all warnings and instructions marked on the fax.
- Use the fax only on level, solid, stable surfaces.
- The back and bottom of the fax's cabinet include slots and openings for ventilation. To help keep the fax from overheating (which can cause it to operate abnormally), do not block or cover these openings. Do not place the unit on a bed, sofa, rug, or other similar soft surface, or near a radiator or heat register. Also, do not place the fax in a closet, on shelves, or in a similar structure unless properly ventilated.
- Operate the fax only from the type of power source indicated on the unit's label. If you are not sure of the type of power available, consult your dealer or local power company.
- Make sure that the total amperage used by all products plugged into the wall outlet does not exceed the ampere rating of the outlet's circuit breaker.
- Do not allow anything to rest on the power cord, and do not locate the fax where the cord will be walked on. Make sure the power cord is not knotted or kinked.
- Do not use the fax near water or other liquids. If you spill liquid on or into the unit, unplug it immediately and call your local authorised Canon Facsimile Service Dealer.
- Do not allow small objects (such as pins, paper clips, or staples) to fall into the fax. If something does fall into it, unplug the unit immediately and call your local authorised Canon Facsimile Service Dealer.
- Keep your fax away from direct sunlight as this can damage the unit. If you have to place it near a window, install heavy curtains or blinds.
- Avoid a location subject to extreme temperature fluctuation. Use in a room that is within a temperature range of 10° and 32.5°C.

Important Safety Instructions

- Do not insert objects into the openings on the fax's cabinet, as they could touch dangerous voltage points or short out parts, possibly resulting in fire or electric shock.
- After you unplug the fax, wait at least five seconds before you turn it back on.
- Never unplug the fax during printing. This can cause the printing unit to jam.
- Always unplug the fax during thunderstorms.
- Always unplug the fax before moving or cleaning it.
- Before you transport your fax, remove its toner cartridge. When you reinstall the unit in its new location, replace the toner cartridge.
- Never lift the fax by its paper cassette – always hold it by the sides.



Unplug the fax from the wall outlet and refer servicing to your local authorised Canon Facsimile Service Dealer under the following conditions:

- When its power cord or plug is damaged or frayed.
 - If liquid has been spilled on or into the unit.
 - If you notice smoke or unusual noises or odors coming from it.
 - If it does not operate normally when you have followed the operating instructions in this manual. Adjust only those controls that are covered by the operating instructions in this manual. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
 - If it has been dropped or the cabinet has been damaged.
 - If it begins performing poorly.
-

Getting Started

Part

2

This chapter tells you how to unpack your Canon FAX-L300 and get it ready to send, receive, and print documents.

Setting Up Your Fax

Choosing a Location for Your Fax

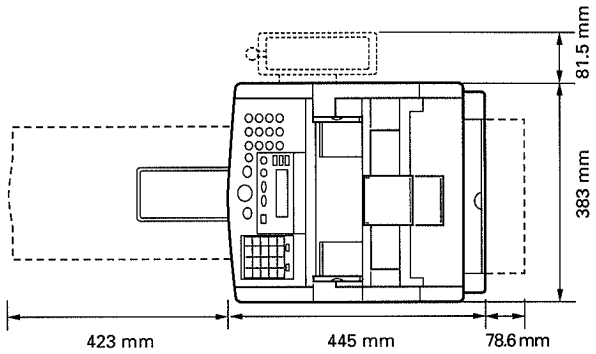
Before unpacking your fax, be sure to follow these guidelines to choose the best location for your fax.

- Choose a cool, dry, clean area:
 - Make sure the area is free from dust.
 - Make sure the area's temperature stays within 10 – 32.5°C.
 - Make sure the area's relative humidity stays within 20% – 80%.
 - Avoid direct sunlight. If you have to place the unit near a window, install heavy curtains or blinds.
- Place the fax near a standard 200–240 V AC power outlet and a telephone line with an RJ11-C wall jack.
- Do not plug the fax into a circuit that is also used by appliances such as air conditioners, electric typewriters, or copiers. Such appliances generate electrical noise that can interfere with faxing documents.
- Set the fax on a flat, sturdy, vibration-free surface.
- Do not set up the fax near a television, radio, or heavy equipment that can generate strong electromagnetic fields.
- Do not use or store the fax outdoors.

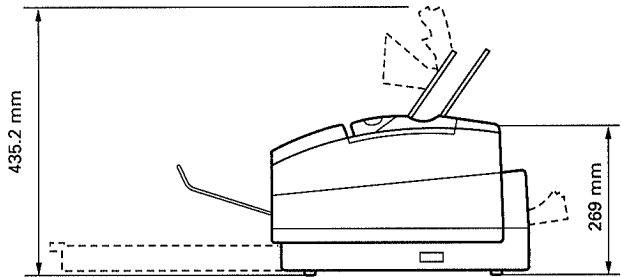
Dimensions

Make sure there is enough room around the fax to allow adequate ventilation, and to allow paper to flow freely into and out of the unit. It requires this much space:

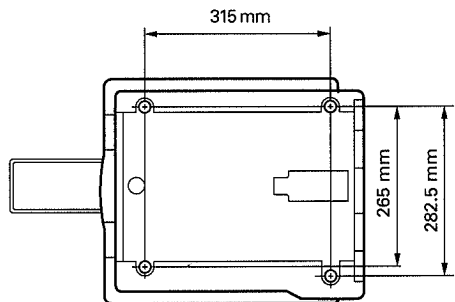
Top view



Side view



Footprint



If you need assistance installing your fax, contact your local Canon authorised service representative or your local telephone company.

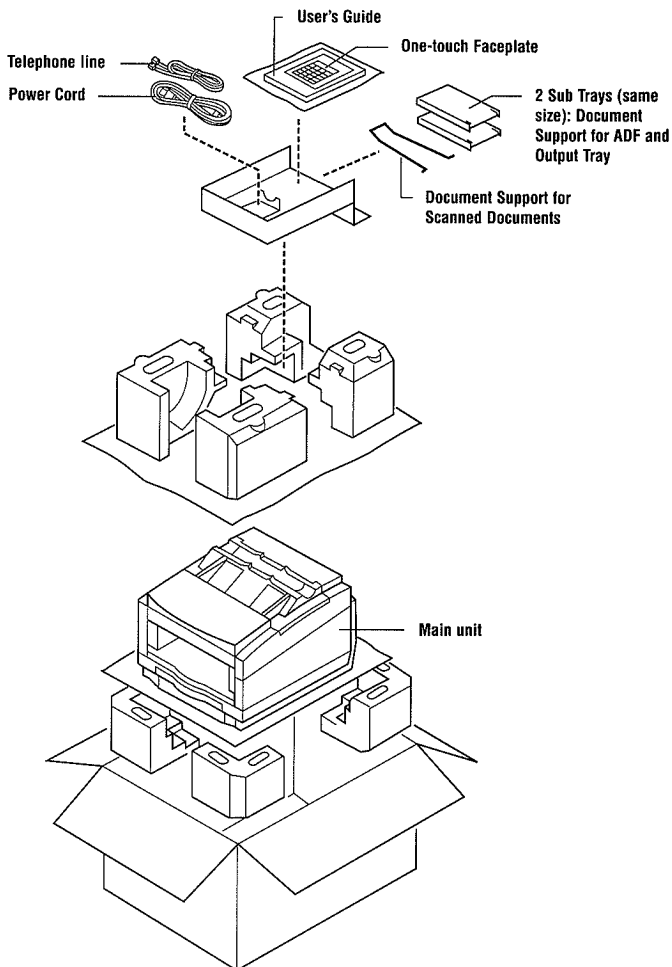
Unpacking Your Fax

Do You Have Everything?

As you unpack the fax, save the carton and packing material in case you want to move or ship the unit in the future.

1

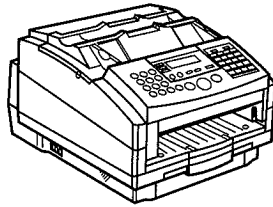
Carefully remove all items from the box. You should have someone help by holding the box while you lift the fax and its protective packaging out of the carton.



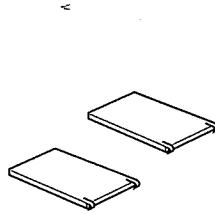
2

Make sure you have the following items:

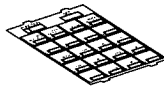
■ Hardware:



Main FAX-L300 with Paper Cassette



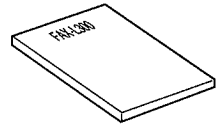
2 Sub Trays (same size)
 ● Output Tray
 ● Document Support for ADF



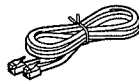
One-touch Faceplate



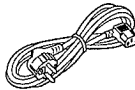
Document Support for Scanned Documents



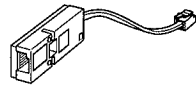
FAX-L300 User's Guide



Telephone Line



Power Cord



B.T. Adaptor (UK Only)

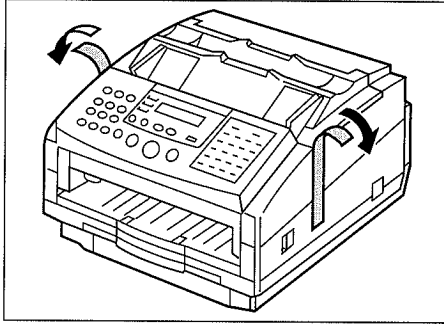
■ Miscellaneous:

- M label (UK only)

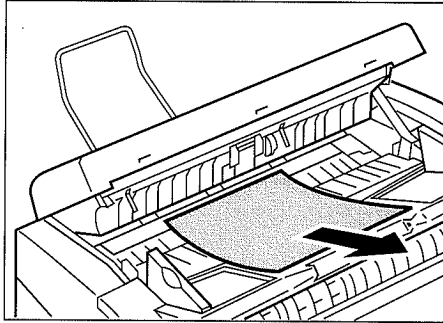
Removing Shipping Materials

Before setting up your fax, be sure to remove all shipping materials as described below:

- 1 Remove the shipping tapes from the printer door.



- 2 Remove the protective sheet from inside the operation panel.



Replaceable Parts

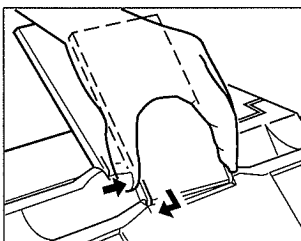
The only component of the fax that should need regular service or replacement is the FX3 toner cartridge.

Assembling Your Fax

Attach the following parts to your fax as explained below:

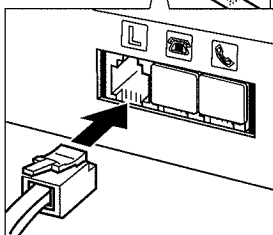
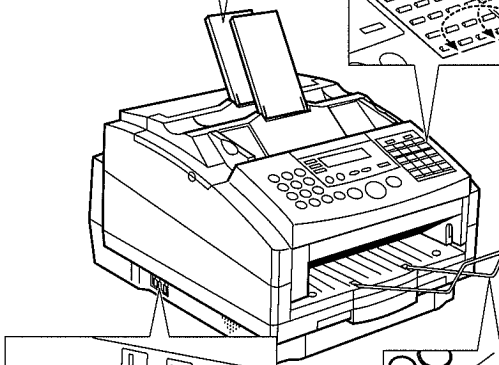
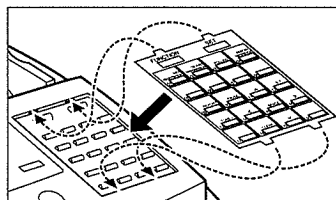
Output Tray and Document Support for ADF

Insert one tab first into the slot, then the other tab into the other slot. Make sure that the output tray and document support for ADF rest back.




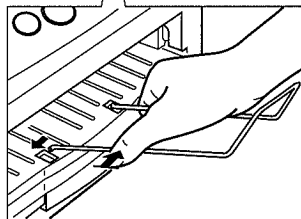
One-Touch Faceplate

Fit the tabs on the one-touch faceplate into the slots on the fax.



Telephone Line

Connect the telephone line to the input jack marked .



Document Support for Scanned Documents

Insert the ends of the document support into the slots on the fax. (→p. 2-26)

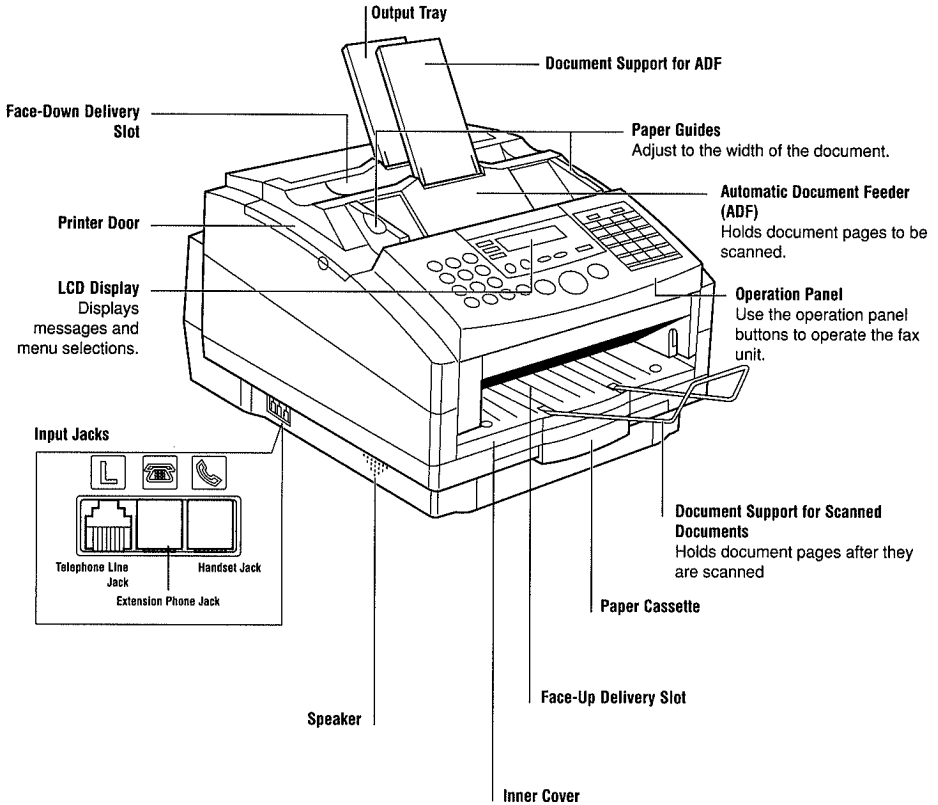


See Appendix C "Options" for attaching the optional handset.

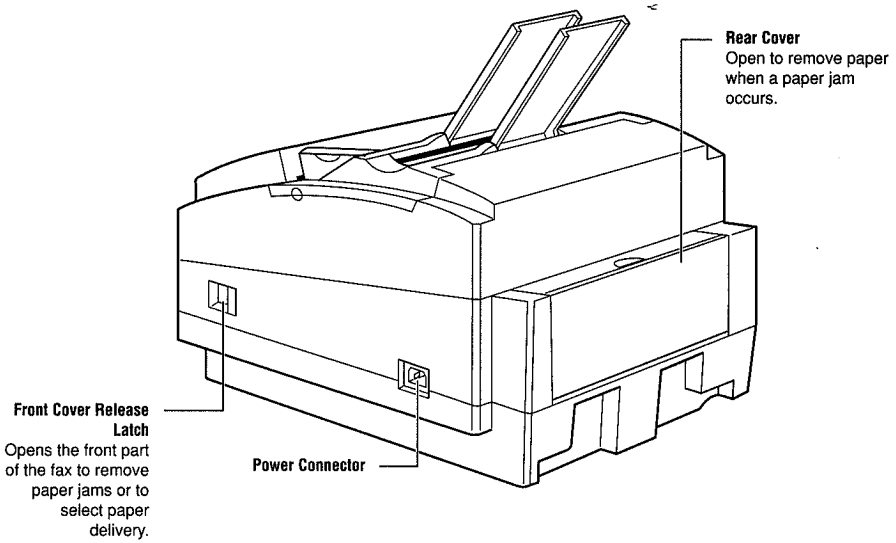
Controls, Components, and Connections

Now that you've assembled your fax, use the diagrams on the following pages to become familiar with its components and functions.

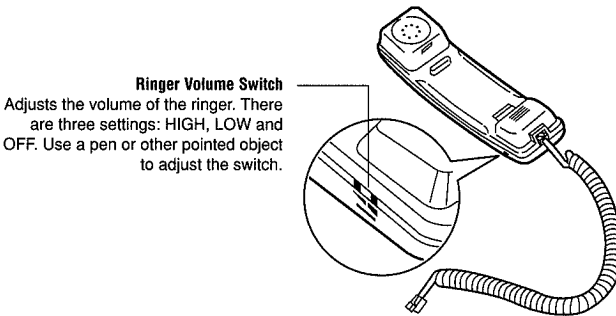
From the Front



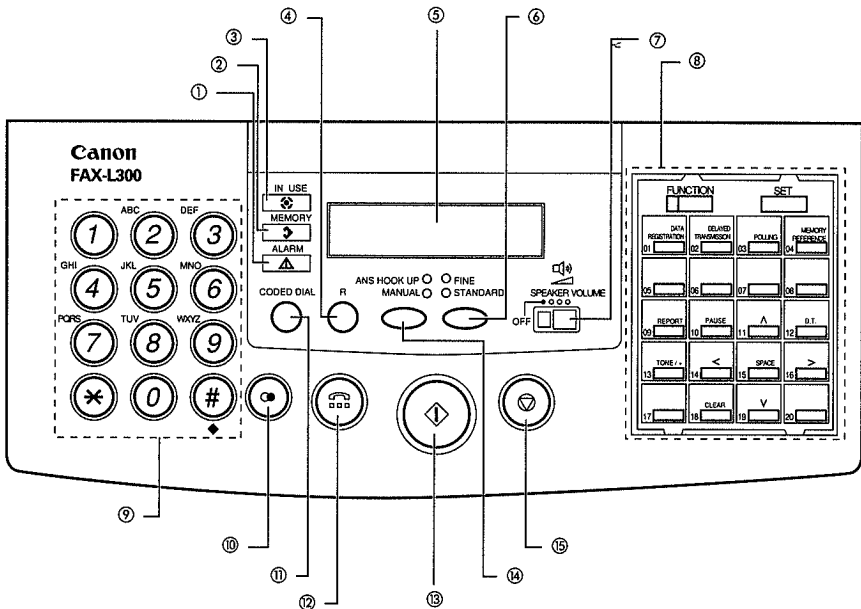
From the Back



The Handset (Option)



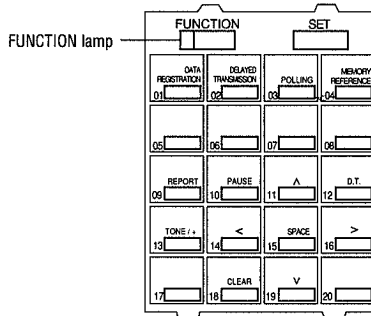
The Operation Panel



- ① **ALARM lamp**
Flashes when there is a paper jam, when the fax is out of paper or toner, when there is no cartridge installed, when the loaded paper size is incorrect, or when the printer door or front cover are open.
- ② **MEMORY lamp**
Lights when a document has been received in memory.
- ③ **IN USE lamp**
Lights when the telephone line is being used.
- ④ **R button (UK, ECG) I.P. (ECF)**
Press to dial an outside telephone number when the fax is connected through a switchboard (PBX).
- ⑤ **LCD Display**
Displays messages and prompts during operation. Displays selections, text, and names when registering information.
- ⑥ **FINE/STANDARD button**
Use to set resolution for the type of document you want to send.

- ⑦ **SPEAKER VOLUME switch**
Set the monitor volume of the speaker with this switch.
- ⑧ **One-Touch Speed Dial/Special Function buttons**
Use these buttons for One-Touch Speed Dialling and to perform special operations.
- ⑨ **Numeric buttons**
Use the numeric buttons to enter phone numbers when dialling. These buttons also enter text, numbers, and symbols when registering names and numbers.
- ⑩ **● (REDIAL) button**
Press to dial the previous number dialled with numeric buttons.
- ⑪ **CODED DIAL button**
Press this button and then press a 2-digit number code under which you have previously registered a facsimile or telephone number for Coded Speed Dialling.
- ⑫ **☎ (HOOK) button**
Press to dial with the numeric buttons when using manual sending.
- ⑬ **◀▶ (START/COPY) button**
Press to start sending, receiving, copying, and other operations.
- ⑭ **ANS HOOK UP/MANUAL button**
When both lamps are off, the fax is set for automatic receiving. Press and light ANS HOOK UP when an answering machine is connected. Press and light MANUAL for manual document receiving.
- ⑮ **⊘ (STOP) button**
Press to cancel sending, receiving, or registering data, or to cancel any other operation.

Controls, Components, and Connections



- **FUNCTION button**
Use to select special functions such as Data Registration and Polling. The FUNCTION lamp must be lit to select these functions.

- **SET button**
Use to accept special function settings and activities.


The following buttons perform special operations when the FUNCTION lamp is on:

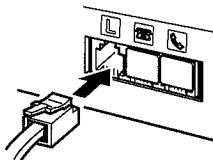
- **DATA REGISTRATION button**
Press to start data registration for facsimile numbers, names, and other important settings for sending, receiving and printing.
- **DELAYED TRANSMISSION button**
Press to start registering a time for delayed sending.
- **POLLING button**
Use for polling receiving.
- **MEMORY REFERENCE button**
Use to delete or resend documents stored in memory, or print a document or a list of documents in memory or memory TX.
- **REPORT button**
Use to print activity reports.
- **Search buttons (A, V)**
Use to scroll through selections during data registration.
- **Cursor buttons (<, >)**
Use to move the cursor during data registration.
- **SPACE button**
Press to enter a space between numbers or letters when you register facsimile numbers and names.
- **CLEAR button**
Press during data registration to clear a number or name.
- **TONE/+ button**
Press to use tone dialling, even if your fax is connected through a pulse dial telephone. Press also to enter a + in your facsimile number.
- **PAUSE button**
Press to enter pauses between digits when dialling or registering facsimile numbers.
- **D.T. button**
Press to confirm the dial tone when dialling a telephone number.

Making Connections

Use the following instructions to connect phone lines to your fax.


■ Connecting the Telephone Line

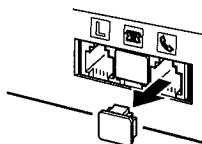
- 1 Connect the telephone line to the fax jack marked .




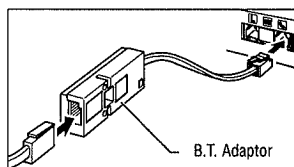
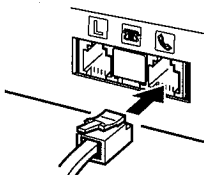
Your telephone line must have an RJ11-C wall jack. Contact your telephone company if you need one installed.

■ Connecting a Telephone or Optional Handset

- 1 If you wish to connect a telephone or optional handset to the fax, remove the cover of the jack marked .




- 2 Connect the end of the telephone or optional handset cord to the jack marked .

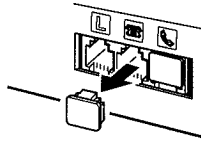



U.K. Only

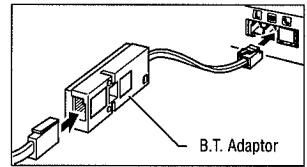
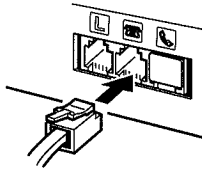
- Users in the UK only
When you connect a telephone or optional handset, be sure to connect the B.T. adaptor. Contact Canon UK concerning the B.T. adaptor.

■ **Connecting an Extension Phone or Answering Machine**

- 1** To connect an extension phone or answering machine to the fax, remove the cover of the jack marked .



- 2** Connect the end of the extension phone or answering machine cord to the jack marked .



U.K. Only

- Users in the UK only
When you connect an extension phone or answering machine, be sure to connect the B.T. adaptor. Contact Canon UK concerning the B.T. adaptor.



If the connector does not fit the jack or does not seat properly, contact your local Canon authorised service representative or telephone company to have the correct connector installed.

Powering Up

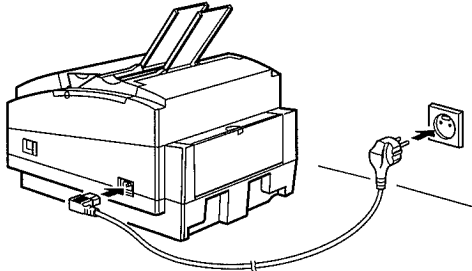
Once you finish setting up your fax, you are ready to power it up.



Follow these guidelines when connecting your fax to a power source:

- The fax unit is intended for domestic use only and requires 200–240 V AC. Do not use it outside the country where you purchased it.
- Use only the power cord that came with the unit. Using a longer cord or extension cord can cause the fax to malfunction.
- Unplug the unit by pulling on the plug itself, not on the cord.
- Do not plug the fax into a power outlet shared with an appliance that generates electrical noise, such as an air conditioner, computer, electric typewriter, or copier.
- Make sure nothing is laying on the power cord, and that the cord is located where it can not be walked on or tripped over.
- Do not overload the electrical outlet. Make sure that the total amperage used by all products plugged into the wall outlet does not exceed the ampere rating of the outlet's circuit breaker.

To connect the power cord, plug the cord into the power receptacle on the fax, and then into a 200–240 V AC power outlet.



Before plugging in the fax, make sure there are no documents in the automatic document feeder (ADF).



- The fax has no power switch, so its power is on as soon as you plug it in. Once powered up, though, the unit still needs to warm up before you can use it.
- Depending on the number of pages accumulated in the fax memory, it can take up to four minutes for the unit to warm up.

Controls, Components, and Connections

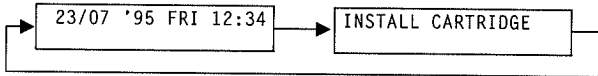
While the fax is warming up, the following message appears in the LCD display:

PLEASE WAIT

The unit is warmed up and ready for use when the date appears in the LCD display:

23/07 '95 FRI 12:34

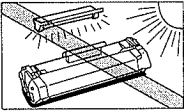
When connecting the fax for the first time, the date display alternates with the following message:



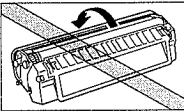
See "The Toner Cartridge" on the following pages for details on installing the toner cartridge.

The Toner Cartridge

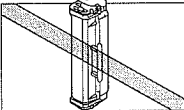
Handling and Storing Cartridges



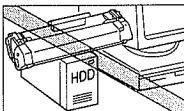
- Do not expose the cartridge to direct sunlight or bright light for longer than five minutes.



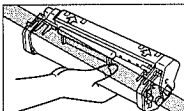
- Do not open the drum protective shutter on the cartridge. If the drum surface is exposed to light and damaged, print quality may deteriorate.



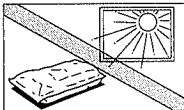
- Do not stand the cartridge on end, and do not turn it upside down. If toner becomes caked in the cartridge, it may prove impossible to free it even by shaking the cartridge.



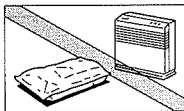
- Keep the cartridge away from computer screens, disk drives, and floppy disks. The magnet inside the cartridge may harm these items.



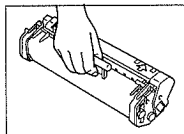
- Never touch the drum protective shutter. When holding the cartridge avoid touching the drum protective shutter with your hands.



- Do not store the cartridge in direct sunlight.



- Avoid locations subject to high temperature, high humidity, or rapid changes in temperature. Store the cartridge between 0° and 35°C.



- Hold the cartridge as shown so that your hand is not touching the drum protective shutter.

- Store the cartridge in its protective bag. Do not open the bag until you are ready to install the cartridge in the fax.
- Save the protective bag. You may need to repack and transport the cartridge at a later date.
- Do not store the cartridge in salty air or where there are corrosive gases such as from aerosol sprays.



DO NOT PLACE THE CARTRIDGE IN FIRE. TONER POWDER IS FLAMMABLE.

Installing/Replacing the Toner Cartridge

The fax uses a Canon FX3 toner cartridge. The procedure below explains how to install the cartridge when first using, and how to replace it when the toner runs out.

When the message REPLACE CARTRIDGE appears, the toner in the cartridge may simply be unevenly distributed. Before replacing the cartridge, follow the instructions on page 8-12 to evenly distribute the toner. If after doing this the message remains displayed or the print quality is low, replace the cartridge as described below.



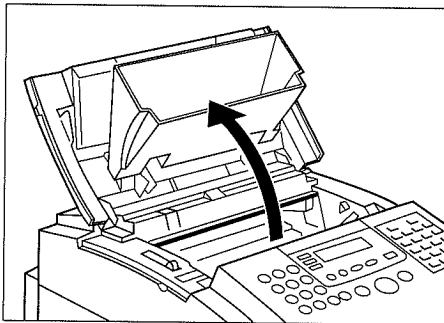
If you try to install other cartridges, you may damage the fax.

- 1
- 2
- 3

Remove any documents or printed pages from the fax.

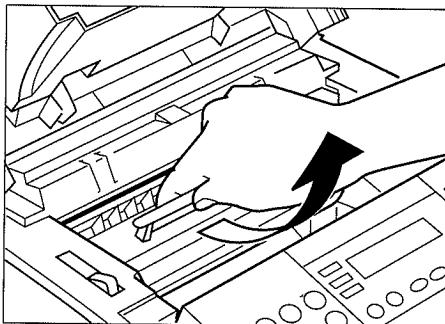
Make sure the unit is plugged in.

Open the printer door by grasping it at both sides and lifting it up.



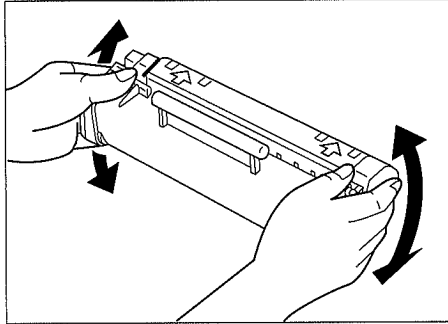
- 4

If replacing a used cartridge, remove the old one as shown.

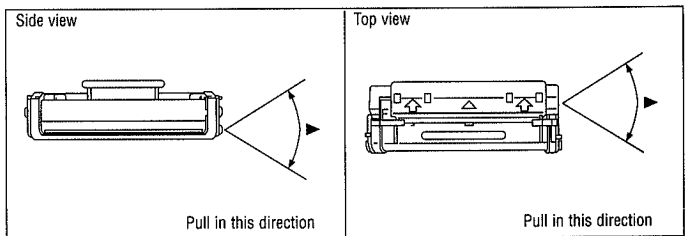
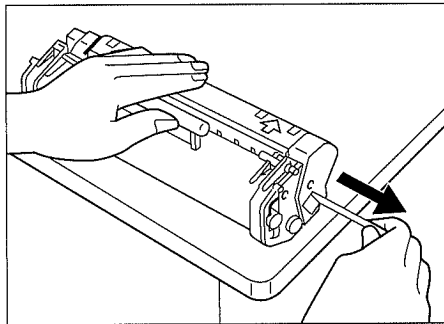


- 5** Remove a new toner cartridge from its protective bag.
- Save the protective bag. You may need to repack and transport it in the future.

- 6** Gently rock the cartridge from side to side five or six times.
- This evenly distributes the toner inside.



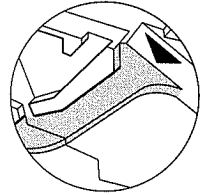
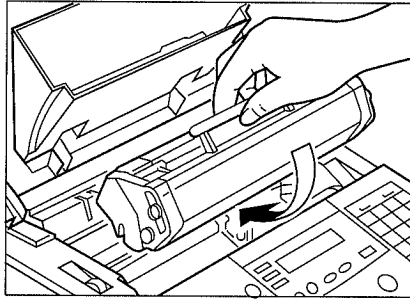
- 7** Place the cartridge on a flat, clean surface, and steady it with one hand. Then remove the seal by gently pulling on the plastic tab with your other hand.
- Use a firm, even pull to remove the plastic seal. To avoid breaking the seal, do not jerk on it unevenly.



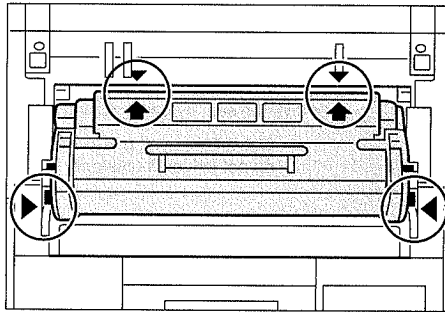
8

Hold the cartridge by its handle and insert as follows:

- Make sure the round large tabs on the sides of the cartridge are aligned with the arrow marks (▶, ◀) on the printer.



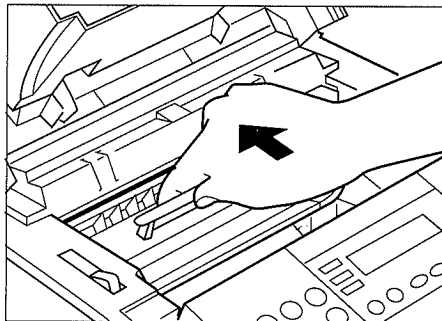
- Align the arrow marks on the cartridge (↗) with the arrow marks on the inside of the fax (▼).



9

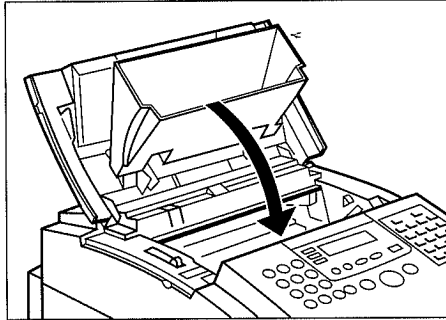
Gently slide the cartridge down and back and *push firmly until it clicks into position.*

- Make sure the cartridge is set all the way into the unit. Otherwise the fax won't operate properly.



10

Gently close the printer door.



- Never leave the printer door open. Exposure to light can damage the drum surface.
- If you see CHECK PRT/FRNT COVERS in the display even after closing the printer door, the cartridge may not be installed properly. Try installing the cartridge again.
- If you see REPLACE CARTRIDGE in the display, the cartridge may not be installed properly even if the printer door closes completely. Try installing the cartridge again.
- After you have replaced the cartridge, make a copy of a document to check if the fax is printing properly. See p. 5-24, "Making Copies" for details on making a copy.

Loading Recording Paper

When the message SUPPLY REC. PAPER appears in the display, you need to add paper to the paper cassette. Here are a few tips you should follow when you load paper into the paper cassette.

- Use A4-size paper.
- Use standard 60–90 g/m² weight paper.
- Do not use wrinkled or curled paper.



To keep the paper from curling, do not open paper packs until you are ready to use the paper. Store unused paper from opened packs in a cool, dry location in the original packaging.

- Let the paper run out before you refill the cassette. Avoid mixing new paper with paper remaining in the paper cassette.
- Stack the paper so the top and bottom edges and sides are straight and even before placing it in the paper cassette.



The paper cassette supplied with your fax holds up to 250 sheets of standard weight paper or a stack of 2.75 cm high.

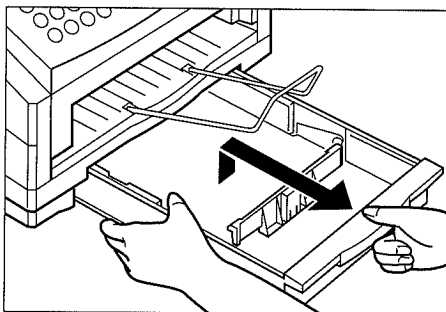
To load paper in the paper cassette:



Do not load paper in the cassette when the fax is printing.

1

Lift the paper cassette slightly and pull it out.

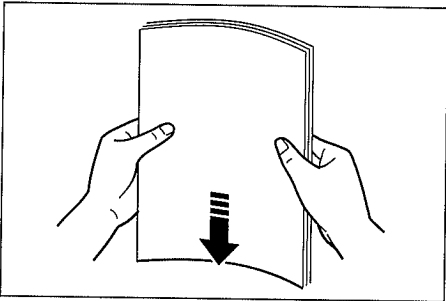




- Remove the paper cassette being careful not to drop it as you pull it out.
- Filling the paper cassette without removing it completely from the fax may cause the paper to misfeed. Be sure to remove the paper cassette completely before loading paper.

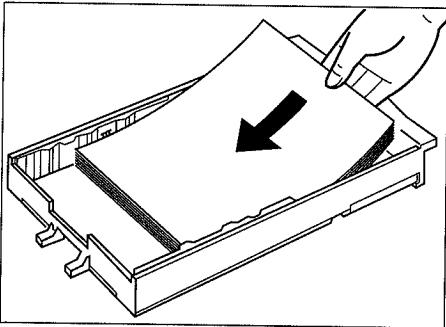
2

Before loading the paper, stack it so that the leading edge and sides of the paper are even.



3

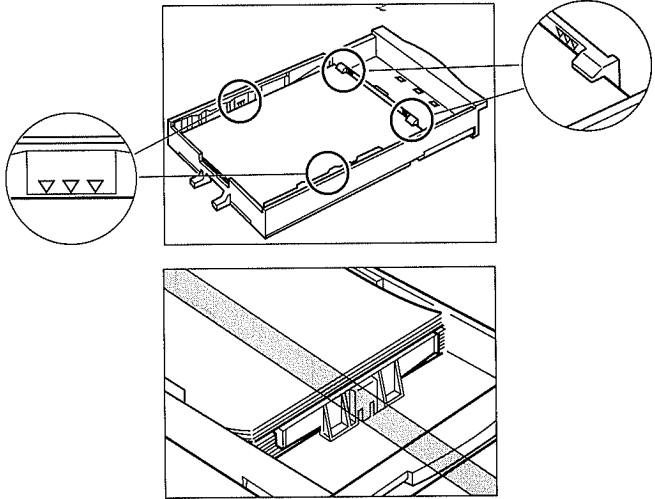
Load the stack of paper into the paper cassette.



Loading Recording Paper



- Make sure the paper stack is not higher than the limit marks (▼▼▼) on the sides of the cassette, and is under the tabs on the paper selector.

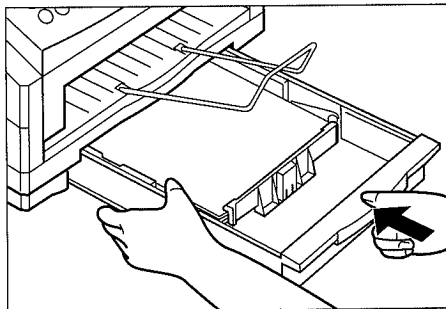


- Check all corners and edges of the paper stack to be sure they are flat and even.
- The cassette can hold about 250 sheets of paper (standard paper).

4

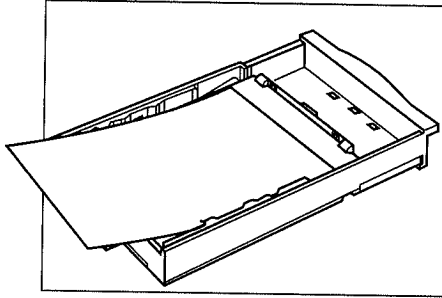
Gently insert the paper cassette into the fax until it clicks into position.

- If the paper cassette is not installed correctly, the received document image might shift, or the recording paper might jam.





-
- If you pull out the paper cassette with paper remaining in the cassette, be sure to check the following before reinserting it:
 - Make sure no paper is out of the cassette.



- Make sure there is no loose paper inside the fax unit.
 - If you wish to use the Letter or Legal size paper, please contact your authorised Canon Facsimile Service Dealer.
 - If the paper cassette jams when you try inserting it in the fax, remove it from the fax and open the printer door. Then close it and try reinserting the paper cassette.
-

Selecting Paper Delivery

Received faxes or copies can be delivered through the face-up or face-down slots. Choose paper delivery according to the job the fax is performing.

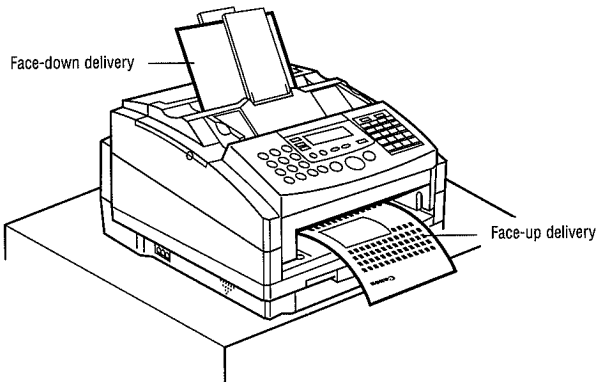
Face-Down Delivery (Factory default setting)

Face-down delivery is used in most situations. The printed pages come out through the face-down delivery slot, and the pages are stacked in their correct order. The face-down delivery slot can hold up to about 60 sheets of standard paper.

Face-Up Delivery

Printed pages come out through the face-up delivery slot in reverse order. Since there is no limit in the number of pages that can be delivered, this setting is convenient when receiving a large number of faxes, when making many copies, or when you plan to be away from your office or home for a long period of time.

Remove the document support for scanned documents and place the fax machine on the edge of a table. This will allow the printed pages to come out without blocking the face-up delivery slot.

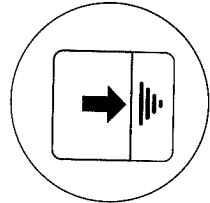
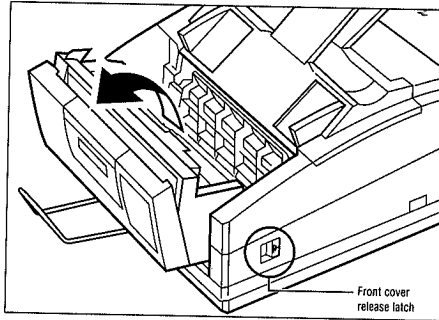


Paper Delivery Selector

Follow the procedure below to select face-up or face-down delivery with the paper delivery selector:

- 1 Remove any documents or printed paper from the fax.

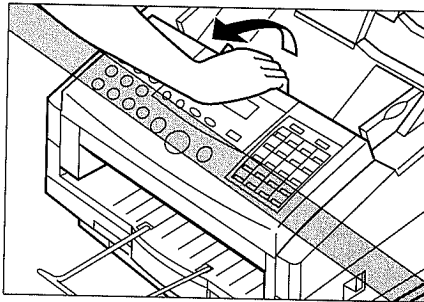
- 2** Use the front cover release latch to open the front cover.



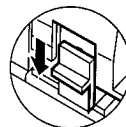
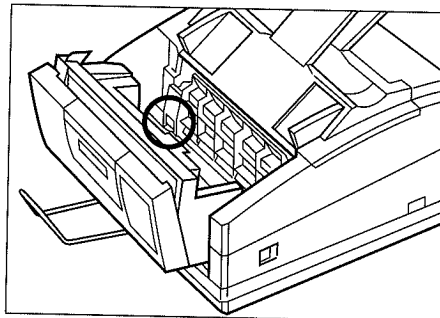
Front cover release latch



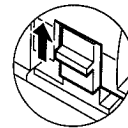
Do not open the front cover without pushing the release latch open as this may cause damage to your fax. Be sure to push the front cover release latch to open the front cover.



- 3** Move the paper delivery selector down for face-up delivery (☐), or up for face-down (☐) delivery.



Face-up delivery (☐)



Face-down delivery (☐)

Selecting Paper Delivery



If you select face-up delivery, be sure to remove the document support for scanned documents and to place the fax machine on the edge of a table. This will allow the printed pages to come out without blocking the face-up delivery slot.

4

Gently close the front cover.



When the face-down slot becomes full OUTPUT TRAY FULL is displayed. Faxes received after this message is displayed will be stored in memory.

Storing Information in the Fax

This section describes how to store information in your FAX-L300. It includes:

- Guidelines for Registering Information
 - Entering numbers, letters, and symbols
 - Editing your entry
 - Using the One-Touch Speed Dial/Special Function buttons
 - Using the menu system
- Personalising Your Fax
 - Identifying your documents
 - Entering the date and time
 - Registering your fax number and name
 - Setting the telephone line type

■ Guidelines for Registering Information

Follow these guidelines when you enter information into the fax:

- If you pause and do not make an entry for more than 60 seconds, the fax returns to standby mode. You will then have to start entering the information all over again.
- If you make a mistake while making an entry, you can press **CLEAR** and repeat the entry, or press **STOP** and start again.

Entering Numbers, Letters, and Symbols

Use the numeric buttons to enter numbers, letters, and symbols.

Button	Uppercase	Lowercase
1		
2	ABCÁÀÁÁÁÁÁÆÇ	abcâãääåääæç
3	DEFÐÉÉÉÉÉ	defðééééé
4	GHIÌÍÍÍÍÍ	ghiíííííí
5	JKL	jkl
6	MNONØÓÓÓÓÓ	mnoñøóóóóó
7	PQRS Þ	pqrs þ
8	TUVÛÜÜÜÜ	tuvúúúúú
9	WXYZÝ	wxyzý
0		
*		
#	- . * # ! " , : ; ^ ` _ = / ' ? \$ @ % & + () [] { } < >	

Each button contains a letter group; an upper case set, followed by a lower case set of characters. Every time you press, the character changes to the next one in the group.

Storing Information in the Fax

To switch between number and letter mode, press *.

When you are in numeric mode, the number 1 appears in the upper right corner of the display:

UNIT NAME	: 1
—	

When you are in letter mode, an A appears in the upper right corner:

UNIT NAME	: A
—	

Here is the general method of entering letters:

ACTION	DISPLAY
--------	---------

- 1** Make sure the unit is in letter mode (press * if not).
- 2** Press the button that contains the letter you want. Each button contains upper and lower case characters. When you press the button, the upper case version of the first letter appears in the display.
- 3** Press the button repeatedly as needed until the letter you want appears in the display. Then press any other button to enter the letter.

For example, you would enter a lowercase letter k like this:

- 1** Press the * button until an a appears in the upper right corner and press the 5 button. The letter j appears in the display.

 5

UNIT NAME	: a
j	


- 2** Press the 5 button once. The letter k appears in the display.

 5

j → k


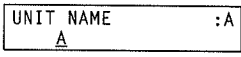

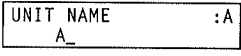

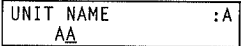
UNIT NAME	: a
k	

- 3** To enter the k, press the button of the next letter you want to enter, or press the right cursor > (located in the One-Touch Dial buttons).

 2 (for example)

UNIT NAME	: a
ka	

To enter two letters from the same group, you have to use the right cursor button. For example, you would enter AA like this:

ACTION	DISPLAY
<p>1 Press 2 for the first A.</p> 	
<p>2 Press the right cursor > (located in the One-Touch Dial buttons) to enter the A and move the cursor one space to the right.</p> 	
<p>3 Press 2 for the second A.</p> 	

Editing Your Entry

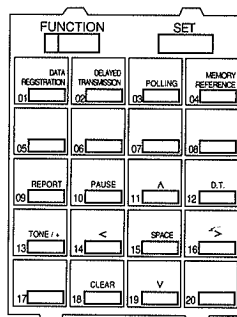
You can also correct characters you've already entered, as follows:

<p>1 Use the cursor buttons (<>) to move the cursor to the character you want to change.</p>
<p>2 Enter the correct character or a space.</p>

If you want to erase the entire entry and start over, press **CLEAR** (located in the One-Touch Speed Dial/Special Function buttons).

Using the One-Touch Speed Dial/Special Function Buttons

The One-Touch Speed Dial/Special Function buttons allow you to use speed dialling and special functions such as delayed fax transmissions, printing reports, and polling. The **FUNCTION** button switches the buttons' functions between One-Touch Speed Dialling and Special Functions.



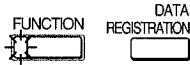






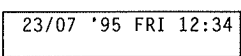
Using the Menu System

The fax includes a menu system that you use to select fax, telephone, and printer operations, and to enter user information. The system includes these seven items:

- **SPEED DIAL SETUP**
Lets you register numbers for One-Touch Speed Dialling, Coded Speed Dialling and Group Dialling.
- **USER SETTINGS**
Lets you enter the information that prints on the faxes you send, to set scanning contrast, and to enter other basic data. Enter these settings when you plug your fax in for the first time; you will rarely need to change them thereafter.
- **REPORT SETTINGS**
Lets you set the fax to print a report every time you send or receive a fax, and also contains options for printing summary reports.
- **SEND (TX) SETUP**
Contains items that let you customize how your fax sends documents.
- **RECEIVE (RX) SETUP**
Allows you to customize how your fax receives documents.
- **FAX PRINTER SETUP**
Lets you customize how your unit prints documents.
- **SYSTEM SETTINGS**
Allows you to set the date format, transmission and receive speed, etc.

For details, see Appendix A, "The Menu System."

You'll use the Special Function buttons to display and select items from the menu system, as follows:

ACTION	DISPLAY
1 	
2 Use the search buttons to change the menu display. 	
<ul style="list-style-type: none">● Press  to display the next item in the menu. (The list will wrap from the last item in the list back to the first.)● Press  to display the previous item in the menu. (The list will wrap from the first item in the list back to the last.)	
3 Press SET to select an item from the menu, or press STOP to cancel the menu selection and return to standby mode.	
 or 	

■ Personalising Your Fax

Identifying Your Documents

When sending documents, you can have your fax number, your name, and the current date and time printed out by the receiving fax. This information is called your TTI (Transmit Terminal Identification) and appears at the top of the faxed document in small type.

By identifying the documents you send, the receiving party can recognise your fax messages at a glance. Here is a sample document with the identifying information:

The date and time you sent the document	Your Fax/ Telephone number	Your name or company name	The name of the party who is receiving the document	The page number
20/02 '98 TUE 06:54 FAX 31 20 545 8284	CANON EUROPA	+++ CANON-TEST	0001	

THE SLEREKE COMPANY LIMITED

SAPORS LANE - BOOLE - DORSET - BH 25 8 ER
TELEPHONE BOOLE (045 13) 51617 - TOLEX 12346

Our Ref. 350/EJC/EAC 18th January, 1972.

Dr. P.N. Cundall,
Mining Surveys Ltd.,
Holroyd Road,
Reading,
Berks.

Dear Pete,

Permit me to introduce you to the facility of facsimile transmission.

In facsimile a photocell is caused to perform a raster scan over the subject copy. The variations of print density on the document cause the photocell to generate an analogous electrical video signal. This signal is used to modulate a carrier, which is transmitted to a remote destination over a radio or cable communications link.

At the remote terminal, demodulation reconstructs the video signal, which is used to modulate the density of print produced by a printing device. This device is scanning in a raster scan synchronised with that at the transmitting terminal. As a result, a facsimile copy of the subject document is produced.

Probably you have uses for this facility in your organisation.

Yours sincerely,

Phil.

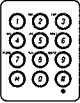
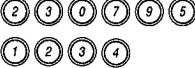

F.J. CROSS
Group Leader - Facsimile Research

The top line also includes the name of the receiving party when you send the document using One-Touch Speed Dialling, Coded Speed Dialling, or Group Dialling (if you registered it).


Storing Information in the Fax

Entering the Date and Time

Use the following procedure to enter the specific information included on every fax you send:


ACTION	DISPLAY
1 FUNCTION <input type="text"/> DATA REGISTRATION <input type="text"/> V <input type="text"/> SET <input type="text"/>	USER SETTINGS 1.DATE & TIME
2 Press SET and use the numeric buttons to enter the correct date and time. Use the 24-hour system for the time (5:20 p.m. would be 17:20, for example). SET <input type="text"/>  Ex: 	DATE & TIME 23/07 '95 FRI 12:34
3 Press SET to save the date and time, then press STOP to return to standby mode. SET <input type="text"/> 	23/07 '95 FRI 12:34

Registering Your Fax Number and Name

- | ACTION | DISPLAY |
|--|---------------------------------------|
| 1
FUNCTION <input type="text"/> DATA REGISTRATION <input type="text"/> V <input type="text"/> SET <input type="text"/> | USER SETTINGS
1.DATE & TIME |
| 2
Use the search buttons to display 2. UNIT TELEPHONE #.
^ <input type="text"/> V <input type="text"/> | USER SETTINGS
2.UNIT TELEPHONE # |
| 3
Press SET and enter your fax number—up to 20 digits—using the numeric buttons.
SET <input type="text"/> Ex: <input type="text"/> 5 0 3 SPACE <input type="text"/>
<input type="text"/> 5 5 5 SPACE <input type="text"/>
<input type="text"/> 1 2 1 2 | UNIT TELEPHONE #
TEL= 503 555 1212 |
| 4
Press SET to save the fax number, then press SET again to display 3. UNIT NAME.
SET <input type="text"/> SET <input type="text"/> | USER SETTINGS
3.UNIT NAME |
| UNIT NAME :A
_ | |
| 5
Enter your name or your company name—up to 24 characters—using the numeric buttons. (→p. 2-29)
<input type="text"/> Ex: CANON INC | UNIT NAME :A
CANON INC |
| 6
Press SET to save the name, then press STOP to return to standby mode.
SET <input type="text"/>  | 23/07 '95 FRI 12:34 |

Setting the Telephone Line Type

The FAX-L300 is factory set to work with rotary pulse {EC} touch tone {UK} telephone lines. If you have a touch tone {EC} rotary pulse {UK} line, you will need to change the telephone line setting. Follow the procedure below:

ACTION	DISPLAY
1 FUNCTION <input type="text"/> DATA REGISTRATION <input type="text"/> V <input type="text"/> SET <input type="text"/>	USER SETTINGS 1.DATE & TIME
2 Use the search buttons to display 10. TEL LINE TYPE. ^ <input type="text"/> V <input type="text"/>	USER SETTINGS 10.TEL LINE TYPE
3 Press SET , then use the search buttons to select TOUCH TONE {EC} ROTARY PULSE {UK}. SET <input type="text"/> ^ <input type="text"/> V <input type="text"/>	{EC} TEL LINE TYPE TOUCH TONE {UK} TEL LINE TYPE ROTARY PULSE
4 Press SET to save your selection, and press STOP to return to standby mode. SET <input type="text"/> 	23/07 '95 FRI 12:34

Sending Faxes

Part

3

Now that you have installed and set up your Canon FAX-L300, you are ready to begin sending faxes.

This section describes how to enter the user information, the types of documents you can fax, two ways of sending faxes, and how to improve the appearance of your faxes.

Document Requirements

Before sending a fax, make sure your document meets the fax's paper size, weight, and thickness requirements listed below.

Weight

One-page document	34.7 ^c – 240 g/m ²
Multipage document	50 – 90 g/m ²

Width

Paper	146.5 – 259 mm
Scanning	208 mm

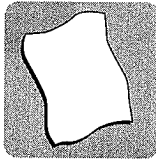
Length

103.5 – 366 mm

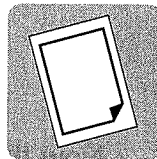
Thickness

One-page document	0.06 – 0.3 mm
Multipage document	0.07 – 0.13 mm

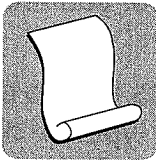
To prevent paper jams in the automatic document feeder (ADF), make sure not to use any of the following with the fax:



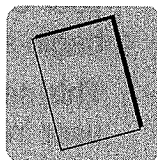
Wrinkled or creased paper



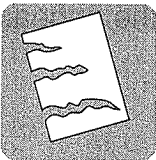
Carbon or carbon back paper



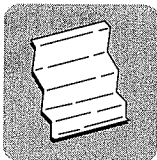
Curled paper



Coated paper



Torn paper



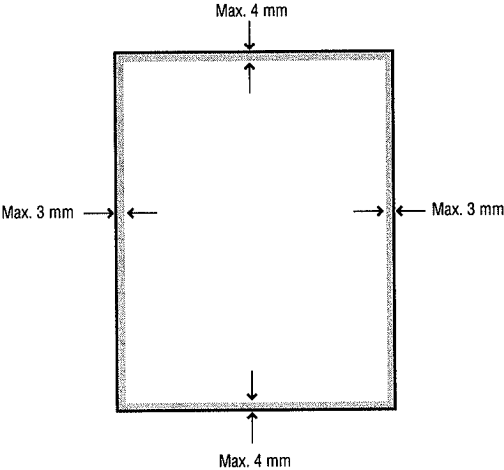
Onion skin or very thin paper



The scanned document may not be delivered properly onto the output tray (document support for scanned documents) if the paper of your document is thin. In this case, contact your Canon Facsimile Dealer.

Scanning Area

Also, make sure your document's text and graphics do not extend all the way to the edge of the page. The white area in the illustration below shows the area the fax can scan on an A4-size page.



Preparing to Send a Fax

Preparing the Document

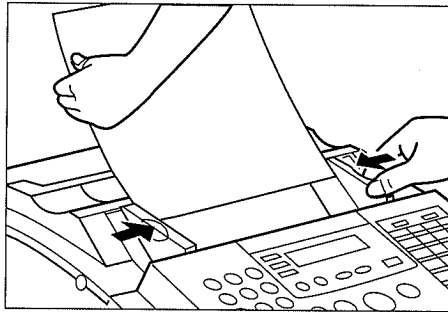
- Remove all paper clips, staples, tape, etc. from the document.
- Let any wet ink, correction fluid, or paste dry completely.
- Make sure all pages are the same size and type.

Loading the Document

The fax can hold up to 30 A4-size, letter-size or 20 legal-size pages at a time. If your document is longer than this, you can add more pages to the automatic document feeder (ADF) while the fax is being sent (see "Adding Pages During Transmission" later in this section).

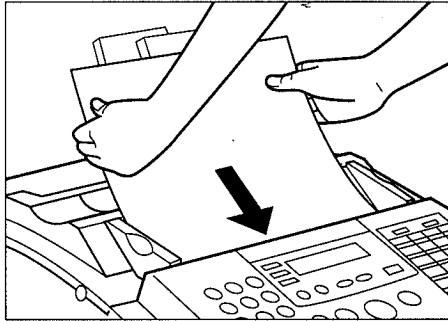
1

Slide the paper guides to fit the width of the document.

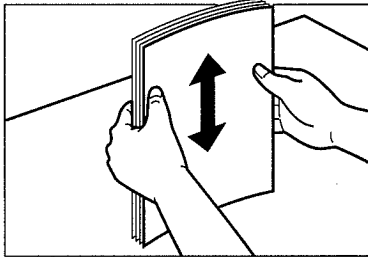


2

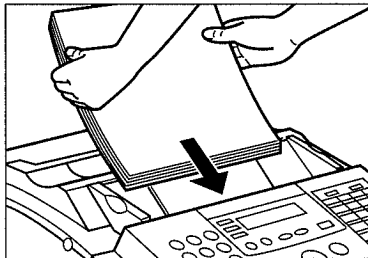
Place the document face down on the fax, and gently insert the document into the automatic document feeder (ADF) until it stops.



- If you are experiencing difficulty feeding multipage documents, remove the stack and tap it on a flat surface to even the edges.



Then insert it into the automatic document feeder (ADF) until it stops.



You are now ready to send the fax as described on the following pages.

Two Ways to Send a Fax

The fax provides two ways of sending faxes: Memory Sending and Manual Sending.

Memory Sending

Memory Sending scans your document into the fax's memory. As soon as it starts scanning if the telephone line is free, the unit will call the other party and will start to transmit the information even as the remaining pages are being scanned.

Memory Sending allows you to load faxes into memory while the fax performs other tasks, such as transmitting a fax. It also lets you send to numbers that are often busy (it automatically redials), or to send to more than one fax number.

1

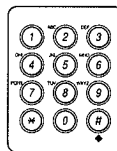
Load the document into the automatic document feeder (ADF) as described previously.



2

Dial the fax number you're sending to.

Use the numeric buttons, One-Touch Speed Dialling, or Coded Speed Dialling to enter the number.



Manual Sending

Manual Sending dials the number, makes the connection, and sends the fax immediately. It also lets you talk to the other party before sending the document. This is useful when the other party uses a single phone line for both voice and fax transmissions. You must use the handset for Manual Sending.

1

Load the document into the automatic document feeder (ADF) as described previously.




2

Press **HOOK**. This activates the speaker (you should hear the dial tone) and lights the IN USE lamp.



3

Check the display to make sure the number is correct. If not, press  (**STOP**) and begin again.

TEL= 1 503 555 1212


4

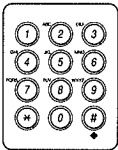
Send the fax by pressing **START/COPY**.



As the document is scanned into memory, a transaction number appears in the display: this number identifies the document and can be used to delete it from memory (see "Deleting a Stored Fax from Memory" in Part 5 for details).

3

Dial the fax number you're sending to. Use the numeric buttons, One-Touch Speed Dialling, or Coded Speed Dialling to enter the number. If you make a mistake, press  (**STOP**) and start again from step 2.

**4**

When you hear the other party answer, pick up the handset and tell them to get ready to receive a fax by pressing the start button on their fax machine. (You will hear a fax sound over the handset when they do this.)

5

Press **START/COPY** and hang up. The fax begins sending your document.



Adding Pages During Transmission

Wait until the last page starts to feed into the fax. When all but about 2.5 cm of the last page is scanned, place the new page on top of the last page and gently feed it in.

Cancelling a Transmission

ACTION

DISPLAY

1

Press **STOP**.



- If you're using memory sending, this message shown below appears. Go to step 2.

CANCEL DURING TX/RX? YES=(*) NO=(#)
--

- If you're using manual sending, the transmission is cancelled immediately.


2

Press * to cancel the transmission, or press # to complete the transmission.



or



If you press the  (**STOP**) button while the fax is waiting to redial, the display will be deleted, but the transmission will not be cancelled. Follow the procedure on page 5-20, "Deleting a Stored Fax from Memory" to cancel the transmission.

Messages Displayed During Sending

When the fax sends a document, the following messages are displayed. These messages allow you to see the progress of the transmission and know when it has been completed.

Messages during memory sending

Message displayed when the fax is scanning document to be sent.

		Transaction No.
TRANSMIT	0040	
SCANNING DOC.	P.001	
		Page No.

During transmission, the following are displayed alternately:

- Condition (CALLING, TRANSMIT, etc.)
- Dialed number
- Other party's name
- Transmission mode (G3)
- ECM TX (in ECM)
- TX/RX No.
- Page No.

When the document has been transmitted, the following are displayed for about ten seconds before the fax returns to standby mode:

- Transmission result (TRANSMITTING OK or an error message)
- TX/RX No.

The fax will print a transmission report (TX Report) if it has been set to do so.
(→p. 6-4, A-5)

Redialling

Manual Redial

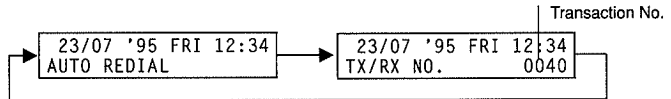
To redial the last number dialled with the numeric buttons, press the **(REDIAL)** button.

To cancel manual redialling, simply press the **(STOP)** button.

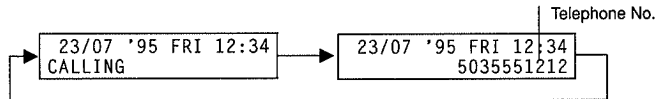
Auto Redial (in Memory Sending)

If the line is busy or there is no answer, the fax waits two minutes and then dials the same number.

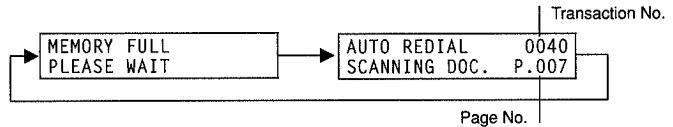
When the fax is waiting to redial, the following messages are displayed:



These messages are displayed once the fax has redialled the number and is calling:



Auto redialling occurs even if the fax's memory becomes full when the document is being scanned. In this case, the following messages are displayed:



If after two attempts the line is still busy or there is no answer, the fax stops redialling, sending stops, and an activity report is printed to remind you that the transmission was not completed.

Cancelling Auto Redialling

Auto redialling can not be cancelled with the **(STOP)** button while the fax is waiting to redial. To cancel, do one of the following:

- Wait until dialling begins and then press the **(STOP)** button.
- Delete the document from memory. See page 5-20, "Deleting a Stored Fax from Memory" for details.



The default settings for the auto redial feature are:

- Redials two times.
- Waits two minutes before redialling.
- If an error occurs during transmission, the fax resends the first page of the document and the error page.

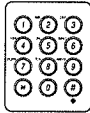
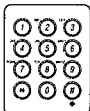
You can change these settings by following the procedure on the next page.

Setting Up Redialling

You can set up the following for automatic redialling:

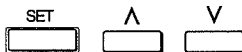
- The number of times the fax attempts redialling
- The time interval between redialling attempts
- How the fax handles redialling when a transmission error occurs

Follow the procedure below to adjust these settings.

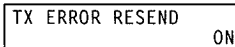
	ACTION	DISPLAY
1	FUNCTION <input type="text"/> DATA REGISTRATION <input type="text"/>	DATA REGISTRATION 1.SPEED DIAL SETUP
2	Use the search buttons to display 4. SEND (TX) SETUP. <input type="text"/> ^ <input type="text"/> V <input type="text"/>	DATA REGISTRATION 4.SEND (TX) SETUP
3	Press SET , then use the search buttons to display 3. AUTO REDIAL. SET <input type="text"/> ^ <input type="text"/> V <input type="text"/>	SEND (TX) SETUP 3.AUTO REDIAL
4	Press SET , then use the search buttons to display ON. SET <input type="text"/> ^ <input type="text"/> V <input type="text"/>	AUTO REDIAL ON
5	Press SET , then use the numeric buttons to enter the number of times you want the fax to redial (1 to 15 times*). SET <input type="text"/> 	REDIAL TIMES 02TIMES
* Up to 3 times in the UK.		
6	Press SET , then use the numeric buttons to enter the time interval during rediallings (02 to 99 minutes). SET <input type="text"/> 	REDIAL INTERVAL 02MIN.

7

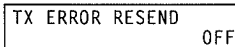
Press **SET**, then use the search buttons to select whether or not the fax redials when a transmission error occurs.



Select ON to redial when a transmission error occurs.



Select OFF to cancel redialling when a transmission error occurs.



8

Press **SET**, then if you selected ON in step 7, use the search buttons to select which pages are sent when an error occurs.

Resends the first page of the document and the pages after the error occurred.



Resends only the pages after the error occurred.

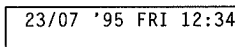
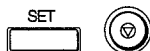


Resends all the document pages.



9

Press **SET** to save your selection, then **STOP** to return to standby.



Maximizing Image Quality

Canon's Ultra High Quality (UHQ) and auto-half-tone imaging technology allows you to send and receive faxes that have print quality very close to that of the originals.

Resolution

The fax has two resolutions:

■ STANDARD

This is the best setting for normal printed or typewritten text. It allows the fastest document transmission. To use it, press the resolution button (below the FINE and STANDARD indicator lamps) until the STANDARD lamp lights.

■ FINE

Fine provides twice the resolution of Standard, and is a good setting for documents with small text. To use it, press the resolution button until the FINE lamp lights.

When making copies, the fax automatically adjusts to FINE.










Auto Half-tone

This setting tells the fax whether the fax includes half-tone images, or is composed only of black text on a white background.

When Auto Half-tone is ON the fax automatically adjusts to accurately reproduce documents that contain half-tone images (such as photographs). Set to OFF when you send faxes containing only black text on a white background.

To change the Auto Half-tone setting:

	ACTION	DISPLAY
1	   	USER SETTINGS 1.DATE & TIME
2	 	USER SETTINGS 5.AUTO HALFTONE
3		AUTO HALFTONE ON

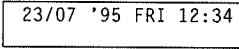
Maximizing Image Quality

4 Use the search buttons to display the setting you want.



You can cancel the procedure by pressing (**STOP**) any time before pressing **SET** in step 5. This returns the fax to standby mode without saving the changes.

5 Press **SET** to save your selection, and press **STOP** to return to standby mode.



When making copies, the fax automatically adjusts to Auto Halftone ON.

Scanning Contrast

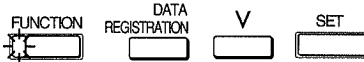
The fax can send faxes using any of three contrast settings: Dark, Standard, and Light. STANDARD is the default, and is fine for most documents. If the print on your document is very light, use DARKER; if the print is dark, use LIGHTER.

To change the Scanning Contrast setting:

ACTION

DISPLAY

1



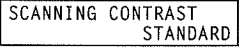
2

Use the search buttons to display 6. SCANNING CONTRAST.



3

Press **SET** to display the current scanning contrast setting.



4

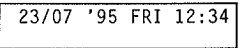
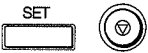
Use the search buttons to display the scanning contrast you want.



You can cancel and return to standby mode by pressing (**STOP**) any time before pressing **SET** in step 5.

5

Press **SET** to save your selection, and press **STOP** to return to standby mode.



Receiving Faxes

Part

4

This chapter describes how to set up the Canon FAX-L300 to receive faxes in a way that best suits your needs.

Three Ways to Receive a Fax

The fax can receive documents by any of three methods, each of which can be further customized to suit your needs.

■ Automatic receiving

Use automatic receiving when you want your fax to automatically receive faxes without any intervention from you. In this mode, the fax automatically receives calls from fax machines, and can ring or not (as you select) if it receives a telephone call.

■ Answering machine receiving

Use this mode if you have a combined fax/phone line with an answering machine, and want to leave it unattended. When your answering machine is set to answer, this mode receives fax calls, and routes telephone calls to the answering machine.

■ Manual receiving

For manual receiving, you need to have the optional handset installed or an extension telephone connected.

Use manual receiving when you want to answer every call yourself. In this mode the fax rings for every incoming call, whether from a fax machine or a telephone. You can also use extension telephones with this mode.

How to Set the Receiving Mode

The fax is set for automatic receiving when you first plug it in. You can change to either of the other two receiving modes by pressing the button below the ANS HOOK UP and MANUAL indicator lamps: the lamps show which mode is active.

- If both lamps are off, the fax is set for automatic receiving. To adjust the automatic receiving options, turn to "Automatic Receiving Options," below.
- If the MANUAL lamp is on, the fax is set for manual receiving. For more information on manual receiving, see "Manual Receiving," below.
- If the ANS HOOK UP lamp is on, the fax is set for answering machine receiving. See "Using the Fax with an Answering Machine" below for more information.



Answering machine receiving mode will not work properly if you do not have an answering machine hooked up to your fax.

Automatic Receiving Options

The fax's automatic receiving mode can operate two ways:


■ Fax-only receiving

Fax-only receiving answers all calls, but accepts only those from fax machines and disconnects all others. (This is the default setting.)

■ Fax/telephone auto-switch receiving

Use fax/telephone auto-switch receiving when you have a combined fax/telephone line. If the call is from a fax, your fax receives the document transmission without ringing. If the call is from a telephone, your fax rings to alert you to pick up the handset to answer the call.

You can choose one of these automatic receiving options as follows:

ACTION	DISPLAY
1 FUNCTION <input type="text"/> DATA REGISTRATION <input type="text"/>	DATA REGISTRATION 1.SPEED DIAL SETUP
2 Use the search buttons to display 5. RECEIVE (RX) SETUP. <input type="text"/> ^ <input type="text"/> V <input type="text"/>	DATA REGISTRATION 5.RECEIVE(RX) SETUP
3 Press SET , then use the search buttons to display 2. RX MODE. <input type="text"/> SET <input type="text"/> ^ <input type="text"/> V <input type="text"/>	RECEIVE (RX) SETUP 2.RX MODE
4 Press SET , then use the search buttons to display the receiving mode you want. <input type="text"/> SET <input type="text"/> ^ <input type="text"/> V <input type="text"/>	RX MODE AUTO FAX RX
<ul style="list-style-type: none"> ● Fax only receiving–AUTO FAX RX: <ul style="list-style-type: none"> ● Fax/telephone auto-switch receiving–FAX/TEL AUTO SW: 	RX MODE FAX/TEL AUTO SW
5 Press SET to set additional options, or press STOP to return to standby mode. See "Setting Up Fax/Telephone Auto-Switch Receiving" below for details. <input type="text"/> SET or 	

Setting Up Fax/Telephone Auto-Switch Receiving

When you select the FAX/TEL AUTO SW, you can also set these options.

- F/T RING TIME

When your fax is set to receive both fax and telephone calls automatically, it rings to alert you to pick up the handset if the call is from a person. If you do not pick up the handset within a certain amount of time, the fax stops ringing. Use this option to change the time from 10 to 45 seconds. The default is 15.

- F/T SWITCH ACTION

Not all fax machines are capable of sending a FAX TONE (the CNG tone that warns the receiving fax machine that a fax is coming). For those cases the fax may think that the call coming in is a voice call and rings to alert you of the call (the amount of time it is going to ring is determined by the F/T Ring Time setting above). If you do not answer the call, one of two things can happen:

1. If you set the F/T SWITCH ACTION to RECEIVE, the fax will switch to fax receive mode automatically at that point and start to receive the document. If no document comes in, it disconnects the call after approximately 35 seconds. The factory programmed default is RECEIVE.
2. If you set the F/T SWITCH ACTION to DISCONNECT, the fax will disconnect the phone call immediately freeing up your phone line at this point.

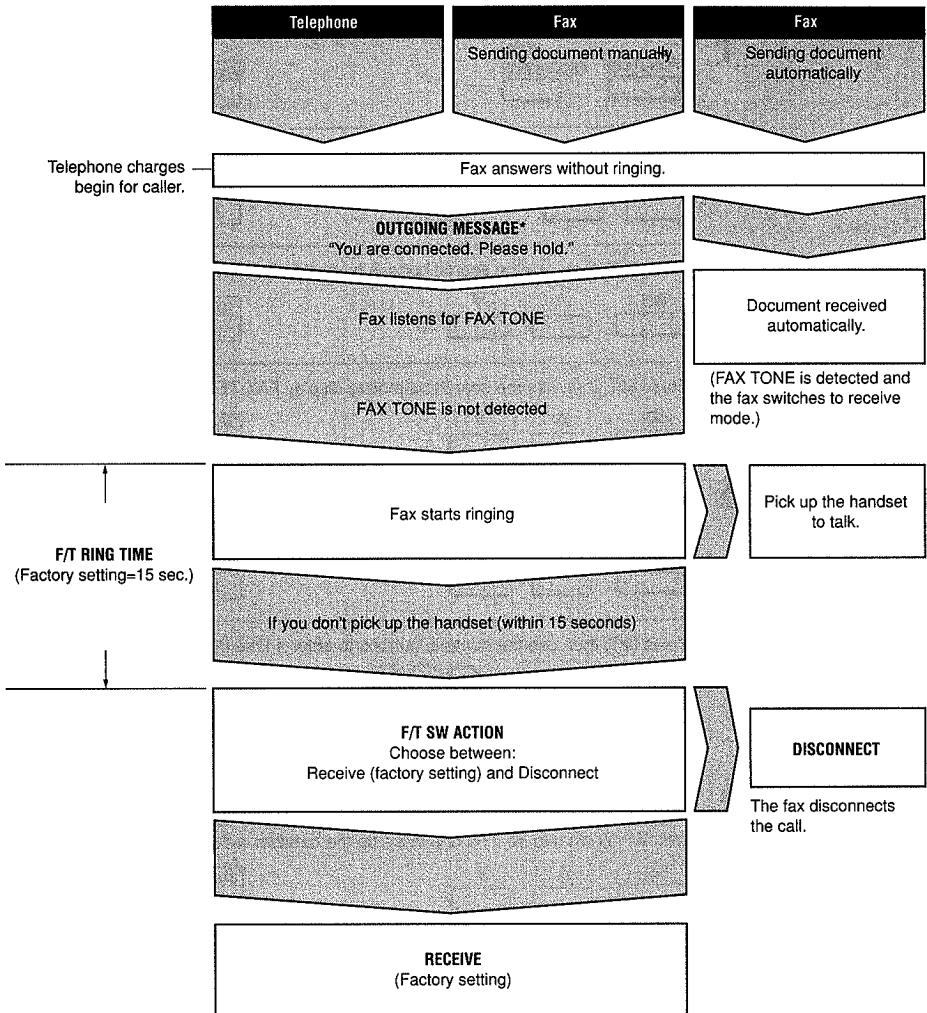
- OUTGOING MESSAGE

The outgoing message feature allows you to send an electronic voice message to the other party's fax when you receive a call: *"You are connected. Please hold."*

With a choice of 12 languages, you can select two languages if you want to send the message in two languages. Your choices for the message are: English, French, Spanish, German, Italian, Dutch, Finnish, Portuguese, Norwegian, Swedish, Danish and Greek.

* Users in the UK and Switzerland can not set the outgoing message to OFF.

What Happens When the FAX/TEL AUTO SW is Selected




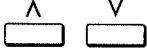
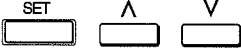
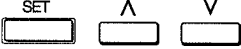

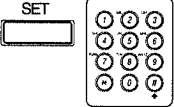



Not all fax machines are capable of sending a FAX TONE. For those cases if you set the F/T SW ACTION to RECEIVE, the fax switches to receive mode automatically and starts receiving the document. If no document comes in it disconnects after approximately 35 seconds.

* When you set the outgoing message to ON. (Users in the UK and Switzerland can not set the outgoing message to OFF.)

You select these options in the RX MODE submenu of the RECEIVE (RX) SETUP menu when the FAX/TEL AUTO SW is selected. See below to change the settings.

Three Ways to Receive a Fax

Set these options as follows:

ACTION	DISPLAY
1 	DATA REGISTRATION 1.SPEED DIAL SETUP
2 Use the search buttons to display 5. RECEIVE (RX) SETUP. 	DATA REGISTRATION 5.RECEIVE(RX) SETUP
3 Press SET , then use the search buttons to display 2. RX MODE. 	RECEIVE (RX) SETUP 2.RX MODE
4 Press SET , then use the search buttons to display FAX/TEL AUTO SW. 	RX MODE FAX/TEL AUTO SW
5 Press SET , then use the search buttons to display 1. F/T RING TIME: this is how many seconds the fax rings while waiting for someone to pick up the handset. 	FAX/TEL AUTO SW 1.F/T RING TIME
6 Press SET , then use the numeric buttons to enter a time from 10 to 45 seconds.  Ex: 	F/T RING TIME 015SEC
7 Press SET , then use the search buttons to display 2. F/T SWITCH ACTION: this tells the fax what to do if no one picks up the handset within the specified ring time. 	FAX/TEL AUTO SW 2.F/T SWITCH ACTION
8 Press SET , then use the search buttons to display the setting you want. 	F/T SWITCH ACTION RECEIVE
<ul style="list-style-type: none"> Choose RECEIVE to receive the call: Choose DISCONNECT to disconnect the call: 	F/T SWITCH ACTION DISCONNECT

9

Press **SET**, then use the search buttons to display 3. OUTGOING MESSAGE.



- This allows you to send an electronic voice message to the other party's fax when you receive a call: "You are connected. Please hold."
- * Users in the UK and Switzerland can not set the outgoing message to off. After completing this step, go to step 11.

10

Press **SET**, then use the search buttons to display ON.



11

Press **SET**, then use the search buttons to select the first language of the message.



- With a choice of 12 languages, you can select one or two languages for the message. Your choices are: English, French, Spanish, German, Italian, Dutch, Finnish, Portuguese, Norwegian, Swedish, Danish, and Greek.

12

Press **SET**. If you want to select a second language for the message, use the search buttons to select it.



13

Press **SET**, then press **STOP** to return to standby mode.



Manual Receiving

For manual receiving, you need to have the optional handset installed or an extension telephone connected.

When the fax is set for manual receiving, it rings every time it receives a call, whether the call is from a telephone or a fax machine.

When the optional handset or extension telephone rings:

1

Pick up the handset:

- If you hear a slow, high-pitched beep, you are receiving a fax call. Go to the next step.
- If you hear someone on the line, you are receiving a regular phone call. If the caller later wants to send a fax, go to step 2 when you hear the slow beep.

2

Optional handset: Press **START/COPY** on the operation panel to start receiving the fax.

Extension telephone: Enter 25 using the telephone's keypad. This is the remote receiving ID.

- While the fax is coming in, the display shows a transaction number (a unique number used to identify the fax) and the sender's name. See "Messages Displayed While Receiving a Fax" below, and "Display Messages and Meanings" in Part 8.
- See Appendix A, "The Menu System" for instructions on how to change the remote receiving ID or turn it off. (→p. A-9)

3

Replace the handset in its cradle.

If the fax's handset is not properly seated, the off-hook alarm will sound and the fax will not be received. The alarm stops when the handset is placed correctly in its cradle.

Using the Fax with an Answering Machine

- 1** Press the **ANS HOOK UP/MANUAL** button until the **ANS HOOK UP** lamp goes on.

ANS HOOK UP 
MANUAL 



- 2** Set your answering machine to answer.

- The fax allows the answering machine to answer, then listens for a fax tone, and switches to receive mode automatically if it detects the tone.
- The fax also listens for 6 seconds of silence, also an indication that a fax is coming in. After 6 seconds of silence, the fax automatically switches to receive mode.
- If the fax runs out of paper or toner, it receives the document and stores it in memory. To print out documents in memory, see page 5-21.

- 3** When not in use, turn the answering machine off and switch the mode to Manual receive (MANUAL lamp on) or Automatic receive (both the ANS HOOK UP and MANUAL lamps off) using the **ANS HOOK UP/MANUAL** button.

Adjusting the Fax for Different Types of Answering Machines

Some answering machines listen for a pause and disconnect the line after a certain period of silence. When used with an answering machine, your fax also listens for a pause to determine if a fax is being received.

If your answering machine disconnects before the fax has a chance to switch to receive mode, the caller may not be able to send a fax on the same call.

If you experience this problem, adjust the ANS/FAX SW TIME setting in the RECEIVE (RX) SETUP, (→p. A-8). Adjust so that the required time for the fax to switch occurs prior to the time when your answering machine disconnects automatically.

Using an Answering Machine

Connecting an answering machine to the fax allows you to receive not only documents sent from other fax machines, but also messages from people calling when you are out of the office. When the fax is connected to an answering machine, all incoming calls are first directed to the answering machine. If the call is from a person, the caller can leave a message. If the call is from a fax machine, your fax receives the document automatically. See Part 2, "Making Connections" for instruction on how to connect the answering machine to the fax.



We do not recommend the use of an "Answering Service" (like those offered by local telephone companies that provide voice mail) on the telephone line you are connecting to the fax. If you do subscribe to an "Answering Service" we suggest that you dedicate a different telephone line to be used for fax communication only and connect that telephone line to the fax.

Recording the Outgoing Message

When recording a message...

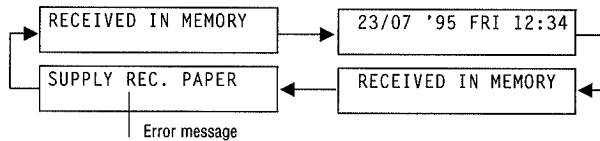
- Try to keep your message to less than 15 seconds long.
- In the message tell your callers how to send a fax.
 - Here's a sample message:
"Hello. I'm not in the office right now, but please leave a message after the beep. I'll return your call as soon as possible. If you would like to send a fax, press the start button on your fax after recording your message. Thank you."
- Leave a 4-second pause at the beginning of the message (the 4-second pause plus the outgoing message should not exceed a total of 15 seconds).
- Set the answering machine to answer on the first or second ring.

Receiving Documents in Memory

When the fax unit is receiving a fax, it automatically stores unprinted pages in memory if:

- the fax runs out of paper.
- the fax runs out of toner.
- there is no toner cartridge installed.
- the paper size specified in the FAX PRINTER SETUP is different to the paper size in the paper cassette.
- a paper jam has occurred.
- the message OUTPUT TRAY FULL is displayed.

The fax displays the following messages telling you which of the above has occurred:



Error messages

REPLACE CARTRIDGE	(→p. 2-17)
SUPPLY REC. PAPER	(→p. 2-22)
INSTALL CARTRIDGE	(→p. 2-17)
CHECK PAPER SIZE	(→p. A-10)
REC. PAPER JAM	(→p. 8-3)

You need to solve the problem before the fax automatically prints the received fax in memory (see below).

Printing a Fax from Memory



If power to the fax is cut off, any faxes stored in its fax memory will be saved for approximately an hour. If the power failure lasts longer than an hour, the stored faxes will be lost.

Once you have solved the problem indicated by the error message above, the fax will automatically print the unprinted pages stored in memory.

The fax's memory can store up to 42 A4-size pages. If the memory fills up before a fax is completely received, the remaining pages of the fax will be lost and must be resent.



With the optional 2 MB memory board installed, you can increase the fax's memory to store up to 138 pages.

Messages Displayed While Receiving a Fax

The messages shown below normally appear while the fax is receiving a fax.

Receiving a transmission

23/07 '95 FRI 12:34
RECEIVE P.001

Page no. |

Transaction number

23/07 '95 FRI 12:34
TX/RX NO. 5678

During receiving, the following are displayed alternately:

- Condition (RECEIVING)
- Other party's telephone No. (may not be displayed)
- Other party's name (may not be displayed)
- Receiving mode (G3)
- ECM RX (in ECM)
- TX/RX No.
- Page No.




When the document has been received, the following are displayed before the fax returns to standby mode:

- Reception result (RECEPTION OK or an error message)
- TX/RX No.

The fax will print a reception report (RX Report) if it has been set to do so.
(→p. 6-6, A-5)

How to Cancel an Incoming Fax

To cancel an incoming fax:

ACTION	DISPLAY
1 Press STOP . 	<div style="border: 1px solid black; padding: 5px; width: fit-content;">CANCEL DURING TX/RX? YES=(*) NO=(#)</div>
2 Press * to cancel, or # to resume receiving the fax.  or 	



Special Features

Part









5

This section describes the fax's speed dialling, group dialling, and special dialling features, along with its memory, copying, and polling functions.

Speed Dialling

Your Canon fax can store up to 120 phone numbers: up to 20 of your most frequently used numbers can be stored for One-Touch Speed Dialling, and an additional 100 numbers can be stored for Coded Speed Dialling.

Storing Numbers for One-Touch Speed Dialling

- | ACTION | DISPLAY |
|--|---|
| 1
  | DATA REGISTRATION
1.SPEED DIAL SETUP |
| 2
Press SET twice.
  | 1-TOUCH SPD DIAL
01= |
| 3
Use the search buttons to select a One-Touch Speed Dialling button between 01 and 20.
  | 1-TOUCH SPD DIAL
07= |
| <ul style="list-style-type: none">• You can also do this by pressing FUNCTION, then pressing the One-Touch Speed Dialling button, then pressing FUNCTION again.• If a number is already stored at the button you select, that number appears.• If the button you select is registered for Group Dialling, GROUP DIAL appears. | |
| 4
Press SET twice. Use the numeric buttons to enter the fax number you want to store.
  | TELEPHONE NUMBER
TEL= |
| | |
| <ul style="list-style-type: none">• Press SPACE to enter spaces between numbers. (Spaces are optional and are ignored during dialling.)• If you want to clear a number or a mistaken entry, press CLEAR.• To enter a pause in the number, press PAUSE one or more times. {EC}• To enter a pause in the number, press PAUSE once. {UK} | |

5 Press **SET** twice, then use the numeric buttons to store the name that goes with the number. (See page 2-29 for details on entering letters.)

SET SET Ex: CANON INC NAME : A

 1 2 3
 4 5 6
 7 8 9
 * 0 #

 CANON INC

6 Press **SET**.

SET 1-TOUCH SPD DIAL
3.OPTIONAL SETTING

7 To adjust the transmission settings, press **SET** and follow the instructions on page 5-11.

SET OPTIONAL SETTING
OFF

-or-

To continue registering more numbers and names for One-Touch Speed Dialling, press **DATA REGISTRATION**.

DATA REGISTRATION 1-TOUCH SPD DIAL
08=

8 When you are finished registering numbers and names, press **STOP** to return to standby mode.


23/07 '95 FRI 12:34

Using One-Touch Speed Dialling

-
- 1** Place the document face down on the fax, and gently insert it into the automatic document feeder (ADF) until you hear a beep.



-
- 2** Press the desired One-Touch Speed Dialling button.

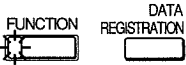

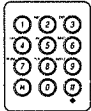
Here are some important points about One-Touch Speed Dialling:

- If you make a mistake, or want to cancel the dialling, press **⏹ (STOP)**.
- You can select up to 20 One-Touch Speed Dialling buttons in a row. The fax will automatically be sent to the numbers you select. (You can also include Coded Speed Dial numbers.)
- After you press a One-Touch Speed Dialling button, the fax will start scanning in five seconds, even if you don't press **⏪ (START/COPY)** (ten seconds if you press more than one One-Touch Speed Dialling button). So if you want to send to multiple destinations, be sure to press the second One-Touch Speed Dialling button within five seconds after pressing the first, and press any subsequent buttons within ten seconds.
- If you don't first place the document into the automatic document feeder (ADF), the fax will display SET DOCUMENT.
- If no number is stored under the button you press, the fax will display NO TEL #.



When using One-Touch Speed Dialling, make sure the FUNCTION lamp is off.

Storing Numbers for Coded Speed Dialling

- | ACTION | DISPLAY |
|---|--|
| 1
 | DATA REGISTRATION
1.SPEED DIAL SETUP |
| 2
Press SET . Use the search buttons to display 2. CODED SPD DIAL.
 | SPEED DIAL SETUP
2.CODED SPD DIAL |
| 3
Press SET . Use the search buttons to select a two-digit code (00–99) in the display. If a number is already stored for the code you select, that number appears. <ul style="list-style-type: none"> • If a number is already stored at the code you select, that number appears. • If the code you select is registered for Group Dialling, GROUP DIAL appears. | CODED SPD DIAL
*00= |
| 4
Press SET twice, then use the numeric buttons to enter the fax number you want to store. <ul style="list-style-type: none"> • Press SPACE to enter spaces between numbers. (Spaces are optional and are ignored during dialling.) • If you want to clear a number or a mistaken entry, press CLEAR. • To enter a pause in the number, press PAUSE one or more times. {EC} • To enter a pause in the number, press PAUSE once. {UK} | TELEPHONE NUMBER
TEL=  |
| 5
Press SET twice, then use the numeric buttons to store the name that goes with the number. (See page 2-29 for details on entering letters.) | Ex: CANON INC
NAME
CANON INC :A |

6

Press **SET**.



CODED SPD DIAL
3.OPTIONAL SETTING

7

To adjust the transmission settings, press **SET** and follow the instructions on page 5-11.



OPTIONAL SETTING
OFF

-or-

To continue registering more numbers and names for Coded Speed Dialling, press **DATA REGISTRATION**.



CODED SPD DIAL
*01=

8

When you are finished registering numbers and names, press **STOP** to return to standby mode.



23/07 '95 FRI 12:34

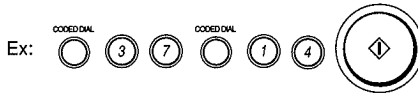
You may want to make a list of the numbers and names you store under the Coded Speed Dial codes, and post the list near the fax.

Using Coded Speed Dialling

- 1 Place the document face down on the fax, and gently insert it into the automatic document feeder (ADF) until you hear a beep.



- 2 Press **CODED DIAL** and use the numeric buttons to enter the desired two-digit code (00–99). (You can enter several codes in a row by pressing **CODED DIAL** between each code.) Then press **START/COPY**.



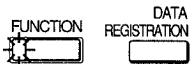




Here are some important points about Coded Speed Dialling:

- If you make a mistake, or want to cancel the dialling, press (**STOP**).
- You can enter multiple Coded Speed Dial codes. The fax will automatically be sent to the numbers you selected in the order in which you selected them. (You can also include 20 One-Touch Speed Dialling buttons.)
- Once you enter a two-digit code, the fax will start scanning in five seconds, even if you don't press (**START/COPY**) (ten seconds if you enter multiple codes). So if you want to send to multiple destinations, be sure to enter the second Coded Speed Dialling code within five seconds after entering the first, and subsequent codes within ten seconds.
- If you don't first place the document into the automatic document feeder (ADF), the fax will display **SET DOCUMENT**.
- If no number is stored under the button you press, the fax will display **NO TEL #**.

Creating Groups for Group Dialling

Group Dialling lets you send a fax to a group of destinations with the press of a single button. The numbers you use in groups must already be stored in One-Touch Speed Dialling buttons or Coded Speed Dialling codes. Each group is stored under a One-Touch Speed Dialling button or a Coded Speed Dialling Code.

Create groups for Group Dialling as follows:

ACTION	DISPLAY
1 	<div style="border: 1px solid black; padding: 2px;"> DATA REGISTRATION 1.SPEED DIAL SETUP </div>
2 Press SET , then use the search buttons to display 3. GROUP DIAL . 	<div style="border: 1px solid black; padding: 2px;"> TEL REGISTRATION 3.GROUP DIAL </div>
3 Press SET . 	
4 To store a group under a One-Touch Speed Dialling button: Use the search buttons to select an unused One-Touch Speed Dial button code (01 to 20). If a group or number is already stored in the button you select, 1-TOUCH SPD DIAL or GROUP DIAL is displayed. 	<div style="border: 1px solid black; padding: 2px;"> GROUP DIAL 01= </div>
-or-	
To store a group under a Coded Speed Dialling Code: Press CODED DIAL , then enter an unused two-digit code (01 to 99). If a group or number is already stored in the code you select, CODED SPD DIAL or GROUP DIAL is displayed. Ex: 	<div style="border: 1px solid black; padding: 2px;"> GROUP DIAL ★07= </div>



Each One-Touch Speed Dial button or Coded Speed Dial code can store either a name and number for speed dialling or a group. Be careful not to override speed dial names and numbers when creating and storing groups.

5

Press **SET** twice, then use the One-Touch Speed Dial buttons or the **CODED DIAL** button to enter the numbers you want to store in the group.



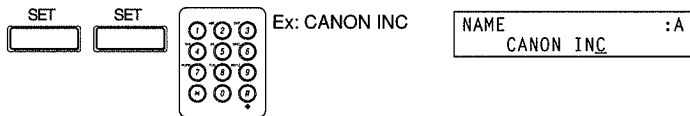
- If you want to enter a number that is already stored in a One-Touch Speed Dialling button, press **FUNCTION** (the FUNCTION lamp goes off), press the desired one-touch button(s), and press **FUNCTION** again (the FUNCTION lamp goes on).
- If you want to enter a number that is already stored in a Coded Speed Dialling code, press **CODED DIAL**, then enter the two-digit code for the number. (Press **CODED DIAL** between each entry.)



You can not register numbers in the group that have not been registered for Speed Dialling.

6

Press **SET** twice, then use the numeric buttons to enter a name for the group. (See page 2-29 for details on entering letters.)

**7**

Press **SET**.



To enter additional groups, use the search buttons to select additional One-Touch Speed Dial button codes, then repeat the above procedure starting with step 3. When you finish, press **(STOP)** to return to standby mode.

Using Group Dialling



- 1 Place the document face down on the fax, and gently insert it into the automatic document feeder (ADF) until you hear a beep.



- 2 Press the desired One-Touch Speed Dialling button(s) or enter the Coded Speed Dialling code(s), then press **START/COPY**.





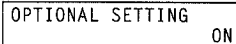
Here are some important points about Group Dialling:


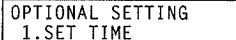
- If you make a mistake, or want to cancel the dialling, press  (**STOP**).
- You can select several groups in a row. The fax will be sent to all the numbers you select in the order you select them. You can also include numbers stored for One-Touch Dialling or Coded Speed Dialling.
- Once you select a group, the fax will start scanning in five seconds, even if you don't press  (**START/COPY**) (ten seconds if you enter multiple codes). So if you want to send to multiple destinations, be sure to press the second Group Dialling, Coded Dialling, or One-Touch Speed Dialling button within five seconds after pressing the first, and press any subsequent buttons within ten seconds.
- If you don't place the document into the automatic document feeder (ADF), the fax will display SET DOCUMENT.
- The fax can detect if a number is registered more than once (One-Touch Speed Dialling button no.10, for example), and sends the document once only to that number.
- The TX TYPE set in One-Touch Speed Dialling buttons or Coded Speed Dialling codes remain effective when registered in a group.
- The TX TYPE feature can not be set in Group Dialling.

Adjusting the Transmission Settings

When you register a number for One-Touch Speed Dialling or Coded Speed Dialling, you can also set the transmission time, transmission type, long distance setting, and the transmission speed.

Before you can set any of the transmission settings, you need to turn the **OPTIONAL SETTING** on. Follow the procedure below after completing step 7 on page 5-3 (One-Touch Speed Dialling) or page 5-6 (Coded Speed Dialling).




ACTION	DISPLAY
1 Use the search buttons to display ON.  	

2 Press SET . 	
--	--




■ Setting the Transmission Time

Use this procedure to set the transmission time for a One-Touch Speed Dialling button or a Coded Seed Dialling code.

Make sure the **OPTIONAL SETTING** is on (see above) before following the procedure below.

ACTION	DISPLAY
1 Use the search buttons to display 1. SET TIME.  	







2 Press SET , then use the search buttons to select a line. <ul style="list-style-type: none"> You can set 1 to 5 settings for the transmission time. The procedure is the same for all settings. 	
--	--




 Ex: Setting 2



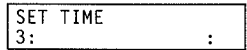
To clear a time setting, press **CLEAR**. If you clear all settings, the document will not be sent at a set time.

3 Press SET , then use the numeric buttons to enter the starting time. <ul style="list-style-type: none"> Use the 24-hour system to set the time. 	
--	--



 Ex:    

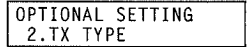
4

Press **SET**.



5

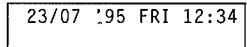
To continue registering other features for the same number press **DATA REGISTRATION**.



- You do not need to press **DATA REGISTRATION** if the last time setting you set was 5.

—01—

If you are finished, press **STOP** to return to standby mode.



■ Setting the Transmission Type

Use the expanded transmission feature to set up sending with subaddress and Password for a One-Touch Speed Dialling button or a Coded Speed Dialling code.

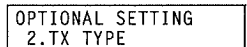
Make sure the **OPTIONAL SETTING** is on (→p. 5-11) before following the procedure below.

ACTION

DISPLAY

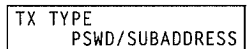
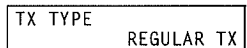
1

Use the search buttons to display 2. TX TYPE.



2

Press **SET**, then use the search buttons to display the setting you want to use.



Use the **REGULAR TX** setting to turn off a subaddress/password setting if one has been set up.

Sending with a Subaddress and Password

With the **PASSWORD/SUBADDRESS** feature, you can send documents with a registered subaddress or password based on the ITU-T standard so that documents transmitted without the corresponding subaddress or password will not be received. To send a document with the **PASSWORD/SUBADDRESS** feature, it is necessary that the subaddress or the password of the document you wish to send is identical to the subaddress or password of the other fax to which the document is to be transmitted to.

When sending a document using this feature, it is necessary for the receiving party's fax machine to have the same function for receiving. If using a Canon fax machine, the "Memory Box" feature is suitable for this.

The PASSWORD/SUBADDRESS feature may differ depending on the receiving fax machine's settings. When using this feature, check with the other party on how they are using the PASSWORD, SUBADDRESS, and "Memory Box" features before sending a document.

Follow this procedure to set the subaddress and the password for a One-Touch Speed Dialling button or a Coded Speed Dialling code. To set the subaddress and password, display PSWD/SUBADDRESS.

3

Press **SET** twice, then use the numeric buttons to enter the subaddress.

The diagram shows two 'SET' buttons, a numeric keypad with buttons 0-9, *, and #. To the right of the keypad is the text 'Ex: 1 2 3 4' with each digit in a circle. To the right of that is a rectangular display box containing the text 'SUBADDRESS' and '123456789#'.

- You can enter numbers, an asterisk *, a sharp (#), or spaces up to 20 digits.
- If you wish not to register a subaddress, press **SET**.
- If you make a mistake and want to enter again, press **CLEAR**.

4

Press **SET** twice, then use the numeric buttons to enter a TX password.

The diagram shows two 'SET' buttons, a numeric keypad with buttons 0-9, *, and #. To the right of the keypad is the text 'Ex: 1 2 3 4' with each digit in a circle. To the right of that is a rectangular display box containing the text 'PASSWORD' and '1234567890#'.

- You can enter numbers, an asterisk *, a sharp (#), or spaces up to 20 digits.
- If you wish not to register a password, press **SET**.
- If you make a mistake and want to enter again, press **CLEAR**.

5

Press **SET**.

The diagram shows one 'SET' button and a rectangular display box containing the text 'OPTIONAL SETTING' and '3.LONG DISTANCE'.

6



If you are finished, press **STOP** to return to standby mode.




The diagram shows a circular 'STOP' button and a rectangular display box containing the text '23/07 '95 FRI 12:34'.

■ Changing the Long Distance Setting

Use this procedure to change the long distance setting for a One-Touch Speed Dialling button or a Coded Seed Dialling code. Change this setting if you are getting transmission errors when you send documents long distance.

Make sure the OPTIONAL SETTING is on (→p. 5-11) before following the procedure below.

ACTION	DISPLAY
<hr/>	
1 Use the search buttons to display 3. LONG DISTANCE.	
 	OPTIONAL SETTING 3. LONG DISTANCE

2 Press SET , then use the search buttons to change the setting.	
  	LONG DISTANCE DOMESTIC


Select (1), then try to send your document.


LONG DISTANCE
LONG DISTANCE(1)

If the setting (1) does not solve the problem, try setting (2) and (3).

LONG DISTANCE
LONG DISTANCE(2)

LONG DISTANCE
LONG DISTANCE(3)

3 Press SET .	
	OPTIONAL SETTING 4. TX SPEED

4 If you are finished, press STOP to return to standby mode.	
	23/07 '95 FRI 12:34

■ Setting the Transmission Speed

Use this procedure to change the transmission speed for a One-Touch Speed Dialling button or a Coded Seed Dialling code. Change the speed when it takes a long time for your document transmissions to begin.

Make sure the OPTIONAL SETTING is on (→p. 5-11) before following the procedure below.

ACTION

DISPLAY

1

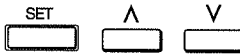
Use the search buttons to display 4. TX SPEED.



OPTIONAL SETTING 4. TX SPEED

2

Press **SET**, then use the search buttons to change the speed setting.



TX SPEED	14400bps
----------	----------

- If it takes a long time for your document transmissions to begin, this may mean that the telephone lines in your area are in poor condition. If you experience this problem, change the transmission speed from 14400 to 9600 bps or 4800 bps.

TX SPEED	9600bps
----------	---------

TX SPEED	4800bps
----------	---------

3

Press **SET**.



4

To continue registering other speed dial numbers and names, continue with the procedure from step 2 on page 5-2 (One-Touch Speed Dialling) or page 5-5 (Coded Speed Dialling).

—or—

If you are finished, press **STOP** to return to standby mode.



23/07 '95 FRI 12:34

Sending to More Than One Location

In addition to Group Dialling, you can use One-Touch Speed Dialling, Coded Speed Dialling, and manual dialling to send a fax to multiple destinations.

- 1 Place the document face down on the automatic document feeder (ADF), and gently insert it until it stops.



- 2 Enter the numbers you want to send the fax to. You can do this by pressing One-Touch Speed Dialling buttons, pressing **CODED DIAL** and entering Coded Speed Dial codes, or entering numbers manually using the numeric buttons (one location only), in any combination. (Press **SET** after the number you have entered manually and press **CODED DIAL** between each Coded Speed Dialling entry.)

- 3 If you want to review the numbers you entered, press **FUNCTION** and use the search buttons. You can clear a displayed number from the list by pressing **SET**, then **CLEAR**.



- 4 Press **START/COPY** to send the fax or wait 10 seconds and the fax will begin scanning automatically.



The numbers you entered are dialled in this order: Coded Speed Dialling, One-Touch Speed Dialling, then manual dialling.

If you find that you frequently send faxes to the same numbers, you can save time by creating a group containing those numbers and using Group Dialling.



If **MEMORY FULL** is displayed while the document is being scanned, do the following:

- If the message appears while the fax is scanning a one-page document, you can not send it to several locations. Send the document to one location at a time.
- If the message appears after scanning some pages of a multipage document, divide the document into several parts and send each part separately to the locations you have selected.

Sending a Fax Later

The fax lets you scan a fax into its memory and send it sometime later. This lets you take advantage of lower long-distance rates at night, for example.

ACTION

DISPLAY

- 1 Place the document face down on the automatic document feeder (ADF), and gently insert it until it stops.

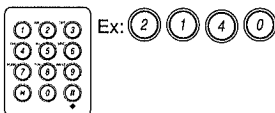


- 2 Press **FUNCTION**, then **DELAYED TRANSMISSION**, and then **SET**. (The current time is displayed.)



DELAYED TX	
SET TIME	01:40

- 3 Use the numeric buttons to enter the time at which you want to send the fax. (Enter the time in 24-hour form: 10:00 p.m. would be 22:00, for example).



DELAYED TX	
SET TIME	21:40

- 4 Press **SET**.



TEL=	
------	--

- 5 Enter the number or numbers you want to send to. You can do this by pressing One-Touch Speed Dialling buttons (with the **FUNCTION** lamp off), pressing **CODED DIAL** and entering Coded Speed Dial codes, or entering numbers manually using the numeric buttons (one location only), in any combination. (Press **SET** after the number you entered manually and press **CODED DIAL** between each Coded Speed Dialling entry.)

- 6 Press **SET**.



If **MEMORY FULL** is displayed while the document is being scanned, the fax can not be sent later.

Special Dialling

In this section, we'll explain some special dialling features like dialling through a switchboard, and dialling international numbers.

Dialling Through a Switchboard

A PBX (private branch exchange) is an on-site telephone switchboard.

- If your fax is connected through a switchboard, dial the outside line number first. Then dial the rest of the number.
- If you want to dial with automatic dialling, you may have to insert a pause between the outside line number and the telephone number when you register the number for One-Touch (→p. 5-2) or Coded Speed Dialling (→p. 5-5).
- When you have to make calls to an extension, you may have to press the **R** {UK, ECG} I. P. {ECF} button before you dial the extension number. Before you can use the **R** {UK, ECG} I. P. {ECF} button, you have to register it (→p. A-3, 11. R-KEY SETTING).

Long Distance Dialling

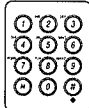
When you register a long distance number, you may have to insert a pause either within or after the number. For long distance dialling, the location and length of the pause may differ depending on the telephone system.

How to Enter Pauses

Use this procedure to enter pauses within or at the end of numbers.

1

During dialling registration, when you come to a step that asks you to enter a number for dialling, use the numeric buttons to enter the number.



TELEPHONE NUMBER	
TEL=	03

2

To enter a pause within a number, make sure the FUNCTION lamp is on, then press **PAUSE**.

PAUSE

{EC}

TELEPHONE NUMBER
 TEL= 03PP37579448P

{UK}

TELEPHONE NUMBER
 TEL= 03P37579448P

- To enter a pause at the end of a number, press **PAUSE** and press **SET**.
- A pause entered within a number is two {EC} four {UK} seconds long.
- If necessary, you can adjust the length of a pause within a number.
 (→p. A-7) {EC}
- To make a longer pause within a number, press **PAUSE** again. Each pause adds two seconds to the length of the pause. {EC}
- You can not enter continuous pauses. If necessary, adjust the length of a pause within a number. (→p. A-7) {UK}
- A pause at the end of a number is ten seconds long.

Confirming a Dial Tone

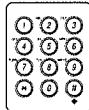
Use this feature only when you register a number. In some areas you may have to confirm the dial tone in the middle of the facsimile number before dialling the rest of the number. This is called dial tone detection.

ACTION

DISPLAY

1

Use the numeric buttons to enter the first part of the number until dial tone detection is required.



TELEPHONE NUMBER
 TEL= 348

2

When a dial tone detection is required, make sure the FUNCTION lamp is on, then press the **D.T.** button.

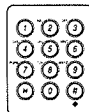
D.T.

TELEPHONE NUMBER
 TEL= 348.

- Where the dial tone is inserted, you will see a small dot. During dialling this is where the fax waits for the dial tone.

3



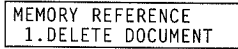



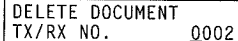





Enter the remainder of the number.



TELEPHONE NUMBER
 TEL= 348.2121



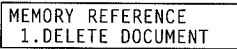






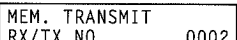

Using Memory

Deleting a Stored Fax from Memory

- | ACTION | DISPLAY |
|--|--|
| 1 Press FUNCTION , then MEMORY REFERENCE . | |
|   |  |
| 2 Press SET , then use the search buttons to select the TX/RX number of the fax you want to delete. | |
|    |  |
| 3 Press SET , then press * to delete the fax or # to cancel. | |
|   or  |  |
| 4 Press STOP to return to standby mode. | |
|  | |

Resending a Document that Encountered an Error Signal

If you get an error signal when sending a fax from memory, you can try resending it to the same destination without having to scan it again.

- | ACTION | DISPLAY |
|---|--|
| 1 Press FUNCTION , then MEMORY REFERENCE . | |
|   |  |
| 2 Use the search buttons to display 2. MEM. RETRANSMIT. | |
|   |  |
| 3 Press SET , then use the search buttons to select the TX/RX number of the fax you want to resend. | |
|    |  |
| 4 Press SET . | |
|  | |



- This function can only be used when the ERASE FAILED TX setting in the SEND (TX) SETUP menu is set to OFF. (The default setting is ON). See page A-6, for details on changing the setting.
- The fax is erased from memory after it is sent.

Printing a List of the Documents in Memory

The fax can print out a list of any faxes it has stored in memory, along with the transaction (TX/RX) number of each. Once you know the transaction number of a fax in memory, you can print the fax, send it to another location, or delete it.

ACTION

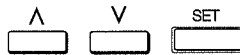
DISPLAY

- 1** Press **FUNCTION**, then **MEMORY REFERENCE**.



MEMORY REFERENCE
1.DELETE DOCUMENT

- 2** Use the search buttons to select 3. DOC. MEMORY LIST, then press **SET** to print the list.



MEMORY REFERENCE
3.DOC. MEMORY LIST

PRINTING REPORT

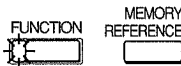
17/02 '96 SAT 00:56 FAX 31 20 545 8264				CANON EUROPA		0001
* * * * * * DOC. MEMORY LIST * * * * * *						
TX/RX NO	MODE	CONNECTION TEL/ID	PGS.	SET TIME	ST. TIME	
0001	DELAYED TX	6566	2	16/02 01:03	01:03	
0003	DELAYED TX	865	18	16/02 01:04	01:04	
0014	TRANSMIT	05458261	1	16/02 01:18	-----	
0042	TRANSMIT	8261	1	17/02 00:16	-----	
0043	TRANSMIT	8261	1	17/02 00:19	-----	

Printing a Stored Fax

ACTION

DISPLAY

- 1** Press **FUNCTION**, then **MEMORY REFERENCE**.



MEMORY REFERENCE
1.DELETE DOCUMENT

- 2** Use the search buttons to select 4. PRINT DOCUMENT.



MEMORY REFERENCE
4.PRINT DOCUMENT

- 3** Press **SET**, then use the search buttons to select the TX/RX number of the fax you want to print.



PRINT DOCUMENT
TX/RX NO. 0002

- 4** Press **SET**; then press * to print the first page of the fax, or # to print the entire fax.

SET <input type="text"/>	* or # <input type="text"/>	PRINT 1ST PG ONLY? YES=(*) NO=(#)
		TX/RX NO. 0002 PRINTING P.001/001

- 5** Press **STOP** to return to standby mode.



Sending a Stored Fax to Another Destination

Faxes stored in memory can easily be sent out again. If you get an error or busy signal when sending a fax from memory, for example, you can send it to another destination without having to scan it again. Also, faxes the unit receives into memory can be sent to another location.

ACTION

DISPLAY

- 1** Press **FUNCTION**, then **MEMORY REFERENCE**.

FUNCTION <input type="text"/>	MEMORY REFERENCE <input type="text"/>	MEMORY REFERENCE 1.DELETE DOCUMENT
----------------------------------	--	---------------------------------------

- 2** Use the search buttons to select 5. MEMORY TX.

^ <input type="text"/>	v <input type="text"/>	MEMORY REFERENCE 5.MEMORY TX
---------------------------	---------------------------	---------------------------------

- 3** Press **SET**, then use the search buttons to select the TX/RX number of the fax you want to resend.

SET <input type="text"/>	^ <input type="text"/>	v <input type="text"/>	MEMORY TX TX/RX NO. 0002
-----------------------------	---------------------------	---------------------------	-----------------------------

- 4** Press **SET**, then enter the number or numbers you want to send to. You can do this by pressing One-Touch Speed Dialling buttons (with the FUNCTION lamp off), pressing **CODED DIAL** and entering Coded Speed Dial codes, or entering numbers manually using the numeric buttons (one location only), in any combination. (Press **SET** after the number you entered manually and **CODED DIAL** between each Coded Speed Dial code.)

- 5** Press **SET** twice.

SET <input type="text"/>	SET <input type="text"/>
-----------------------------	-----------------------------



The fax is erased from memory after it is sent.

If the Power Goes Out...

The fax includes a built-in lithium battery and a backup battery for use in case power to the fax is cut off.

The lithium battery has a life of about five years and will save the fax's registered data for One-Touch Speed Dialling, Coded Speed Dialling, Group Dialling, etc.

However, the backup battery will only save the documents stored in memory for approximately one hour. If the power failure lasts longer than an hour, the stored documents will be lost (in this case, the fax automatically prints a list of the lost documents when power is restored).

During a Power Failure

While power is out, you can only use the fax to receive telephone calls. You can not make calls, nor send or receive faxes.

Memory Backup Function

To make the best use of the fax's memory backup, avoid turning the fax off unless absolutely necessary. The backup battery recharges while the fax is powered on, and takes 15 minutes to recharge fully.

Making Copies

You can use the fax to make one or more copies of your document, as follows.

ACTION

DISPLAY

1

Place the document face down on the automatic document feeder (ADF), and gently insert it until it stops.



2

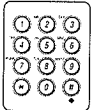
Press **START/COPY**.



COPY	01
COPY PAGE	

3

If you want to make more than one copy, use the numeric buttons to enter the number of copies you want (up to 99).




Ex: 2

COPY	02
COPY PAGE	

To make a single copy, leave COPY PAGE set to 01.
The resolution is always set to FINE.

4

Press **START/COPY**. If you change your mind, press  (**STOP**).



COPY	
------	--



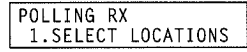




- You may prefer to use face-up delivery if you are making a large number of copies. See "Selecting Paper Delivery" in Part 2 for more details.
- If MEMORY FULL is displayed while making multiple copies of a document, change the COPY PAGE setting to 01 and make single copies instead (as many times as required).
- When making copies, the AUTO HALFTONE setting is set to ON.

Polling to Receive Faxes

The fax's polling feature allows you to request a fax to be sent from another fax machine. The sender only needs to make sure the document is on the fax machine and ready to be sent: when the fax polls that machine, the fax is sent automatically. The fax can poll any fax machine that supports polling. (This process doesn't work in reverse, however: the fax can not be polled by other fax machines.)

Polling a Fax Machine

To poll another fax machine and receive a fax from it, do the following:

ACTION	DISPLAY
1 Press FUNCTION , then POLLING .	
	
2 Press SET .	
	
3 Enter the fax number or numbers to poll. You can do this by pressing One-Touch Speed Dialling buttons (with the FUNCTION lamp off), pressing CODED DIAL and entering Coded Speed Dial codes, or entering numbers manually using the numeric buttons (one location only), in any combination. (Press SET after the number you entered manually and press CODED DIAL between each Coded Speed Dialling entry.)	
4 Press START/COPY and the fax will start to poll automatically.	
	

The fax then begins to receive the fax.

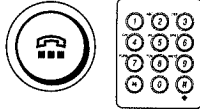


If the sender is using a Canon fax machine, ask him to set the polling ID of his fax to 255 (1111 1111 binary number). For details on the polling ID, refer to the sender's fax machine manual.

Using Tone Dialling on a Pulse Line

Even if you have a pulse line, the fax enables you to use tone dialling once you've connected to the number you're calling. This lets you take advantage of many services that require tones, such as selecting options from telephone "touch-line" services.

- 1** Press **HOOK** or pick up the handset, then dial the number using the numeric buttons. The fax connects using the pulses required by your phone line.



- 2** Press **FUNCTION**, then press **TONE/+** to switch to tone dialling.



- 3** When you're done, press **HOOK** or hang up the handset.





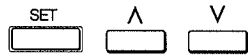


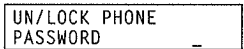

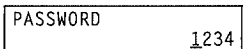
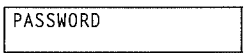
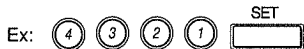
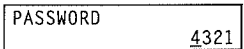



When registering One-Touch Speed Dialling and Coded Speed Dialling numbers, you can also switch to tone dialling.

Use of LOCK PHONE Feature

If you don't want unauthorised people using your Fax-L300 to make calls (with the optional handset or extension telephone) and running up your telephone bill when the office is closed, set LOCK PHONE to ON. When this feature is ON, no one can make a telephone call until the setting is set to OFF.

To restrict access to the LOCK PHONE option, you need to register a password. Set the password and LOCK PHONE option as follows:

ACTION	DISPLAY
1 	
2 Use the search buttons to display 7. SYSTEM SETTINGS. 	
3 Press SET , then use the search buttons to display 1. UN/LOCK PHONE. 	
4 Press SET . 	
<ul style="list-style-type: none"> • If a password has already been registered, enter it now, then press SET. 	
5 Press SET . 	
<ul style="list-style-type: none"> • If a password is already registered, it will be displayed: 	
<ul style="list-style-type: none"> • If a password is not registered, the following is displayed: 	
6 To register or change the current password, enter four numbers, then press SET . Ex: 	
-0-	
To keep the current password, press SET .	
	

Restricting Use of the Fax

7

Use the search buttons to set LOCK PHONE on or off, then press **SET**.



- The default setting is OFF. Anyone can send documents or dial normally.
- When set to ON, no one can send documents or dial until the setting is changed to OFF.

LOCK PHONE OFF

LOCK PHONE ON

8

Press **SET** to save the setting, then press **STOP** to return to standby mode.



23/07 '95 FRI 17:20

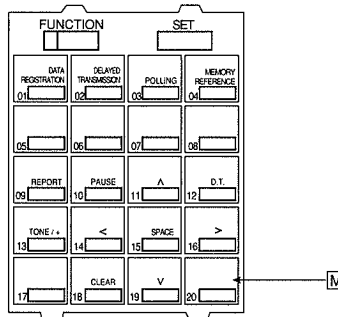
Using Alternative Telephone Networks (UK only)

The fax has a built-in feature that allows you to send documents and make telephone calls with an alternative long-distance service, such as the 2300 Service of Mercury Communications Limited. If you subscribe to such a service, you can save money on most long distance international communications.

The procedures described in this section show you how to use your fax with the 2300 Service of Mercury Communications Limited. For details on using your fax with alternative telephone services, contact your Canon authorised representative.

Attaching the M Label (UK only)

Before operating the fax, attach the M label to help you identify the button as shown below.



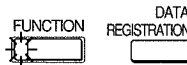
Registering an Alternative Telephone Network

ACTION

DISPLAY

1

Press **FUNCTION** and **DATA REGISTRATION**.



DATA REGISTRATION
1.SPEED DIAL SETUP

2

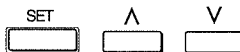
Use the search buttons to display 2. USER SETTINGS.



DATA REGISTRATION
2.USER SETTINGS

3

Press **SET**, then use the search buttons to display 12. M-KEY SETTING.



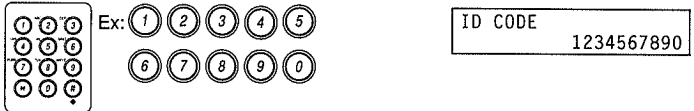
USER SETTINGS
12.M-KEY SETTING

4 Press **SET**, then use the search buttons to select.



- You can select 132 (default) or 131P ("P" means a four-second pause).

5 Press **SET**, then use the numeric buttons to enter the ID code.



- This code is given to you by Mercury Telecommunications Limited.
- If your access code is 132, you don't have to enter the ID code. Go on to the next step.
- If your access code is 131 you will need to enter your Personal Identification Number (PIN).
- If you need to enter a code, you can enter up to 20 digits (pauses are unnecessary).
- If an ID code is already registered, you will see a string of asterisks ***** on the display.

6 Press **SET**, then press **STOP** to return to standby mode.



Sending with an Alternative Telephone Network

1 Place the document face down on the automatic document feeder (ADF), and gently insert it until it stops.



2 Press **FUNCTION**, then **M**.



- 3** Use the numeric buttons to enter the facsimile or telephone number of the other party.



- 4** Press **START**.



- The fax automatically dials the access code and ID code registered under the M button. Next, the fax dials the number of the other party and connects the call. In order to protect your codes, the access code and ID code are not printed on activity reports.

Registering Speed Dialling with the M Button

Follow this procedure to enter your access code and ID code when you register a number for One-Touch or Coded Speed Dialling. This allows you to send documents over the 2300 Service of Mercury Communications Limited at the press of a button.

- 1** Before you can do this procedure, you must register the access code and ID code.

- 2** While you are registering a number for One-Touch or Coded Speed Dialling, and you come to a step that asks you enter the facsimile number of the other party, press **M**.



- 3** Use the numeric buttons to enter the facsimile number.



- 4** Continue with the procedure for registering One-Touch or Coded Speed Dialling.

- After you have registered the number for speed dialling, you can dial and use the 2300 Service without press the M button.

